

# COUNCIL AGENDA

## **Council Meeting**

Notice is hereby given pursuant to the provisions of the Local Government Act, 1999, that the next Meeting of Unley City Council will be held in the Council Chambers, 181 Unley Road Unley on

***Monday 26 June 2017 – 7.00pm***

for the purpose of considering the items included on the Agenda.

Peter Tsokas  
**Chief Executive Officer**

## **OUR VISION 2033**

Our City is recognised for its vibrant community spirit, quality lifestyle choices, diversity, business strength and innovative leadership.

### **COUNCIL IS COMMITTED TO**

- Ethical, open honest behaviours
- Efficient and effective practices
- Building partnerships
- Fostering an empowered, productive culture – “A Culture of Delivery”
- Encouraging innovation – “A Willingness to Experiment and Learn”

## **ACKNOWLEDGEMENT**

We would like to acknowledge this land that we meet on today is the traditional lands for the Kaurna people and that we respect their spiritual relationship with their country.

We also acknowledge the Kaurna people as the custodians of the Adelaide region and that their cultural and heritage beliefs are still as important to the living Kaurna people today.

## **PRAYER AND SERVICE ACKNOWLEDGEMENT**

Almighty God, we humbly beseech Thee to bestow Thy blessing upon this Council. Direct and prosper our deliberations for the advancement of Thy Kingdom and true welfare of the people of this city.

Members will stand in silence in memory of those who have made the Supreme Sacrifice in the service of their country, at sea, on land and in the air.

Lest We Forget.

## **WELCOME**

## **ORDER OF BUSINESS**

### **ITEM NO**

### **PAGE NO**

#### **APOLOGIES**

874	<b>CONFLICT OF INTEREST</b>	1
-----	-----------------------------	---

875	<b>MINUTES</b>	2
-----	----------------	---

Minutes of the Council meeting held on

Monday 22 May 2017

**Minutes issued separately**

#### **DEFERRED / ADJOURNED ITEMS**

**ITEM NO****PAGE NO****PETITION**

876	Petition re Leicester Street park and Dogs off leash	3-4
-----	--	-----

**DEPUTATIONS**

877	Mr Angus Wallace re Young and Porter Streets intersection change	5
-----	--	---

**PRESENTATION****REPORTS OF COMMITTEES**

To receive and adopt or otherwise the reports and recommendations of the undermentioned Committees

878	<b>Unley Business and Economic Development</b>	6-7
-----	--	-----

Minutes of the Unley Business and Economic Development meeting – 7 June 2017

**Minutes Attached****REPORTS OF OFFICERS**

879	2017-18 Annual Business Plan and Budget Adoption	8-20
880	2017-18 Fees and Charges Schedule	21-25
881	Multi-Year Community Impact Grants Program	26-33
882	Young and Porter Streets Intersection – Bike Route Changes	34-42
883	Unley Oval Improvement Plan	43-49
884	Membership of the CEO Performance Review Panel	50-52
885	Stormwater Management Authority Nominations	53-55
886	Delegations Update – PDI Act and Dog & Cat Act	56-59
887	Policy Review	60-64
888	Quarterly Performance Report	65-66



<b><u>ITEM NO</u></b>		<b><u>PAGE NO</u></b>
889	Council Action Report	67
	<b>MOTIONS OF WHICH NOTICE HAS BEEN GIVEN</b>	
890	Motion on Notice – Councillor Hudson re Dardanelles monument	68
	<b>QUESTIONS OF WHICH NOTICE HAS BEEN GIVEN</b>	
891	Question on Notice Councillor Hudson re Tour Down Under event	69
	<b>QUESTIONS WITHOUT NOTICE</b>	
892	<b>CORRESPONDENCE</b>	70
	<ul style="list-style-type: none"> <li>• Hon John Rau MP</li> <li>• Senator the Hon Fiona Nash</li> <li>• Hon Ian Hunter MLC</li> <li>• Mayor Lorraine Rosenberg – President LGA SA</li> <li>• Hon Zoe Bettison MP</li> <li>• Letter from Mayor Lachlan Clyne re celebrations in Le Havre</li> <li>• Hon Geoff Brock MP</li> </ul>	
893	<b>MAYOR’S REPORT</b>	71
894	<b>DEPUTY MAYOR’S REPORT</b>	72-75
895	<b>REPORT OF MEMBERS</b>	76
	<ul style="list-style-type: none"> <li>• Councillor Hughes</li> <li>• Councillor Schnell</li> </ul>	
	<b>MOTIONS WITHOUT NOTICE</b>	
896	<b>UNRESOLVED ITEMS</b>	77
	Item 584 Millswood Sporting Complex Detailed Design	

**ITEM NO****PAGE NO****CONFIDENTIAL ITEMS**

897	Confidentiality Motion for Item 898 - Discretionary Rate Rebate Applications	78
898	Discretionary Rate Rebate Applications	79-92
899	Confidentiality Motion to Remain in Confidence – Item 898 - Discretionary Rate Rebate Applications	93
900	Confidentiality Motion for Item 901 – Appointment of Independent Development Assessment Panel Member	94
901	Appointment of Independent Development Assessment Panel Member	95-98
902	Confidentiality Motion to Remain in Confidence – Item 901 – Appointment of Independent Development Assessment Panel Member	99

## **SUGGESTED ITEMS FOR NEXT AGENDA**

Goodwood Oval Improvement plan	Adoption if fees and charges
Parkside on Street Parking	Report due back to Council in mid 2017 – Item 522/16 – as per Council Action reports
Parking Permits Policy – Business and Residential	
Forestville LATM	Part time turning restriction trial – report on the trial, including traffic data to Council (Item 441 – May 2016)
IWS	
Joint Use Agreements with the Minister for Education for Parkside, Highgate and Black Forest Primary Schools	Renewal of existing Joint Use Agreements with the Minister for Education, for the community use of these three schools in the City of Unley.
DAP transition under PDIA	
Property Management – Acquisition and Divestment policy	

## **NEXT MEETING**

Monday 24 July 2017 – 7.00pm

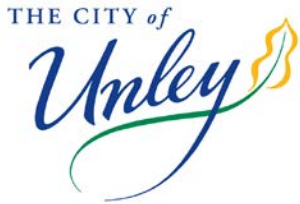
## **CONFLICT OF INTEREST**

<b>TITLE:</b>	CONFLICT OF INTEREST
<b>ITEM NUMBER:</b>	874
<b>DATE OF MEETING:</b>	26 JUNE 2017
<b>ATTACHMENT:</b>	1. CONFLICT OF INTEREST DISCLOSURE FORM

---

Members to advise if they have any material, actual or perceived conflict of interest in any Items in this Agenda.

---



## CONFLICT OF INTEREST DISCLOSURE FORM

I, \_\_\_\_\_ have received a  
*[insert name]*

copy of the agenda for the (Ordinary / Special) **Council / Committee / Board**  
*[delete that which is not applicable]*

meeting to be held on \_\_\_\_\_  
*[insert date]*

I consider that I have a **\*material** conflict of interest pursuant to section 73 / **\*actual** or **\*perceived** conflict of interest pursuant to section 74 *[\*delete that which is not applicable]* of the *Local Government Act 1999* ("the LG Act") in relation to the following agenda item:

\_\_\_\_\_  
*[insert details]*

which is to be discussed by the **\*Council / \*Committee / \*Board** at that meeting.  
*[delete that which is not applicable]*

The nature of my **material** conflict of interest is as follows *[ensure sufficient detail is recorded, including the reasons why you (or a person prescribed in section 73(1) of the LG Act) stands to obtain a benefit or suffer a loss depending on the outcome of the consideration of the matter at the meeting of the Council in relation to the agenda item described above].*

---

---

---

---

**OR**

The nature of my **actual** conflict of interest is as follows *[ensure sufficient detail is recorded, including the reasons why the conflict between your interests and the public interest might lead to a decision that is contrary to the public interest in relation to the agenda item described above].*

---

---

---

---

I intend to deal with my **actual** conflict of interest in the follow transparent and accountable way *[ensure sufficient detail is recorded as to the manner in which you intend to deal with the actual conflict of interest in a transparent and accountable way]*

---

---

---

---

**OR**

The nature of my **perceived** conflict of interest is as follows *[ensure sufficient detail is recorded, including the reasons why you consider that an impartial fair-minded person could reasonably consider that you have a perceived conflict of interest in the matter]*

---

---

---

---

I intend to deal with the **perceived** conflict of interest in the following transparent and accountable way *[ensure sufficient detail is recorded as to the manner in which you intend to deal with the perceived conflict of interest in a transparent and accountable way]*

---

---

---

---

---

*Signature*

---

*Date*

## CONFIRMATION OF MINUTES

**TITLE:** CONFIRMATION OF MINUTES FOR COUNCIL  
MEETING HELD ON 22 MAY 2017

**ITEM NUMBER:** 875

**DATE OF MEETING:** 26 JUNE 2017

**ATTACHMENTS:** NIL

---

## RECOMMENDATION

MOVED:  
SECONDED:

That:

1. The minutes of the Council Meeting held on Monday 22 May 2017, as printed and circulated, be taken as read and signed as a correct record with the following amendment to show that Councillor Hewitson voted against the motion. Item 856 – 2017 Unley Gourmet Gala and Santos Tour Down Under Event Evaluation and 2018 Event Endorsement:

## “DIVISION

A Division was called and the previous decision set aside.

Those voting in the affirmative:

Councillors Smolucha, Palmer, Boisvert, Salaman, Hughes, Lapidge, Sangster and Rabbitt.

Those voting in the negative:

Councillors Schnell, **Hewitson** and Hudson.

The MOTION was declared **CARRIED**”

---

## RECEIPT OF PETITION

**TITLE:** PETITION RE LEICESTER STREET PARK AND DOGS OFF LEASH  
**ITEM NUMBER:** 876  
**DATE OF MEETING:** 26 JUNE 2017  
**ATTACHMENTS:** 1. PETITION

---

## RECOMMENDATION

MOVED:  
SECONDED:

That:

1. The petition be received.
  2. The principal petitioner be notified of Council's proposed actions.
- 

## OFFICER'S COMMENTS

On 19 April 2017, Council received a letter from Mr Andrew Davidson proposing that dogs be permitted to be off leash after 5:00pm to 10am in Leicester Street Park.

On 9 May Council administration responded to Mr Davidson in writing advising that the current dog controls at Leicester Street playground are appropriate for the following reasons:

- The park is a local park, with an unfenced playground and there are no plans to change this fencing arrangement.
- The park is approximately 2900 m<sup>2</sup>, and is a small but pleasant space for ball games and families to relax. Whilst it is appropriate that dogs can access the park, they should remain on leash at all times to ensure all users are safe and have equitable use of the space.
- There are alternative locations for dogs to be exercised off leash that are available in close proximity, including:
  - Unley Oval (off leash at all times) – 250m away
  - McLeay Park (off leash between 5.00pm-10.00am) – 500m away

In relation to small dog only parks, administration are only aware of one in metropolitan Adelaide, being North Adelaide which provides two separate



exercise areas – one for larger dogs and one for smaller dogs. Council considered the matter of establishing a dog park within Unley in October 2013, and after deliberating on the options, it was agreed to partner with the Adelaide City Council (ACC) to establish a fenced dog park in the South Park Lands (Park 19). As part of this report, it was noted that this discussion could include a separate area for small dogs. ACC have advised that the planned works for Park 19 are due to commence the week of 19 June 2017 and this area will include a separate fenced area for small dogs and a separate fenced area for large dogs.

(Template)

## PETITION

To the Mayor and Councillors of the City of Unley

**Part 1.**

Petition contact person:

ANDREW DAVIDSON

Telephone Number:

0419 835 429

Address:

139-141 LEICESTER STREET  
PARKSIDE SA 5063

**Part 2.**

The petition of (identify the individuals or group, e.g. Resident of the City of Unley)

RESIDENTS OF PARKSIDE AND  
UNLEY WHO ARE USERS OF THE  
LEICESTER STREET PARK (THE PARK)

**Part 3.**

Draws the attention of the Council to (identify the circumstances of the case)

THE PROHIBITION ON DOGS BEING  
OFF LEASH AT ANY TIME IN  
THE PARK

**Part 4.**

The petitioners therefore request that the Council (outline the action that the petitioners are requesting Council should or should not take)

RESOLVE TO PERMIT SMALL/MEDIUM  
SIZED DOGS TO BE OFF LEASH  
AFTER 5pm (6pm DST) IN THE PARK

## PETITION

### Part 5

The petitioners therefore request that the Council (outline the action that the petitioners are requesting Council should or should not take)

RESOLVE TO PERMIT SMALL/MEDIUM  
SIZED DOGS TO BE OFF LEASH  
AFTER 5pm (6pm DST) IN THE PARK

Name (print)	Address	Signature
GRANT ALBIE	88 Porter St, Parkside	[Signature]
JACQUELINE JORDON	43 HILL ST PARKSIDE	[Signature]
TOM W SIMPSON	43 HILL ST PARKSIDE	[Signature]
DIANA BOECH	5/105 AURAY & MALVERN	[Signature]
Isabella Labigia	67 porter st parkside	I.L
Elaine Gray	79 Porter St. Parkside	E Gray
Rachel Davidson	2/139 Leicester St, Parkside	[Signature]
Gail Davidson	3/139 Leicester St, Parkside	[Signature]
Mardi Choors	9a Wilkinson Rd, Parkside	[Signature]
Joe Last	16 REGENT ST. PARKSIDE	[Signature]
Libby Robertson	127 Leicester St Parkside	[Signature]
Wayne Hopw	127 Leicester St Parkside	[Signature]
Colin Connor	544 Mand St., Unley	[Signature]
Claire Fitzgerald	7 Clyde St, Parkside	[Signature]
MICHAEL SEVER	4 SCOTT ST PARKSIDE	[Signature]
SUZY LUCIA	4 SCOTT ST PARKSIDE	[Signature]
Sian Williams	184 Young St Parkside	[Signature]
JO HOSKINS	16B WINDSOR ST MALVERN	[Signature]
P. CONOK	54A PLAD ST UNLEY	[Signature]
CHRISTINE SMITH	60 Mand St UNLEY	[Signature]
Tessa Bennett	2A DOVER St Malvern	[Signature]
Graeme Wheaton	62 Mand St, Unley	[Signature]
KEVIN LINDSEY	17 MAND ST UNLEY	[Signature]

Attach additional sheets if necessary and use the same format as this page



Continued

## PETITION

Should your petition be continued over additional sheets, identify the circumstances of the case (Repeat Part 4 from page one) on each page.

RESOLVE TO PERMIT SMALL/MEDIUM  
SIZED DOGS TO BE OFF LEASH  
AFTER 5pm (6pm DST) IN THE PARK

Name (print)	Address	Signature
MURRAY CORNWRIGHT	Nº30 GEORGE ST PARKSIDE 5063	[Signature]
Leanne Hoden	62 Maud St Unley	[Signature]
Julian Birch	30 SUM ST PARKSIDE	[Signature]
ANDREW WILKINSON	61 MANDON ST UNLEY	[Signature]
175 RY - YUKUWA	61 MANDON ST UNLEY	[Signature]
DEBRA BEEBY	2/136 Leicester St, Parkside	[Signature]
Aland Christensen	77 Porter St. Parkside SA	[Signature]
Amelia Davidson	2/139 Leicester St Parkside	[Signature]
Annae Bennett	2A DOVER ST MALVERN.	[Signature]
Andy Bennett	2A DOVER ST MALVERN.	[Signature]
Ben Riley	107 Leicester St Parkside	[Signature]
Kylie Matthews	61 Porter Street, Parkside	[Signature]
Virginia Cartwright	30 George St, Parkside	[Signature]
SOPHIE MORRELL	74 MAUD ST UNLEY SA 5061	[Signature]
Heron Spence	64 Maud St Unley 5061	[Signature]
DAVID WILSON	11 TRAFALGAR ST PARKSIDE	[Signature]
MELANKHIOPO	88 PORTER ST, PARKSIDE	[Signature]
SAH LUCAS	2/130 LEICESTER ST	[Signature]
BOR SMITH	83 PORTER ST PARKSIDE	[Signature]
Harvey Bennett	2a Dover St, Malvern	[Signature]
Abby Taylor	36 DUNKS ST, PARKSIDE	[Signature]
Bruce Giles	36 DUNKS ST, PARKSIDE	[Signature]
ARMEN CRAFF	2 HARRIS ST. EXETER	[Signature]
Mario Werner	12 Harris St, Exeter	[Signature]

Attach additional sheets if necessary and use the same format as this page

# PETITION

## Part 5

The petitioners therefore request that the Council (*outline the action that the petitioners are requesting Council should or should not take*)

.....

.....

.....

[illegible]

**Attach additional sheets if necessary and use the same format as this page**

## **DEPUTATION**

<b>TITLE:</b>	DEPUTATION
<b>ITEM NUMBER:</b>	877
<b>DATE OF MEETING:</b>	26 JUNE 2017
<b>ATTACHMENTS:</b>	NIL

---

Mr Angus Wallace re Young and Porter Streets intersection change.

---

## **REPORT OF COMMITTEE**

**TITLE:** MINUTES OF UNLEY BUSINESS AND  
ECONOMIC DEVELOPMENT COMMITTEE – 7  
JUNE 2017

**ITEM NUMBER:** 878

**DATE OF MEETING:** 26 JULY 2017

**ATTACHMENTS:** 1. MINUTES OF MEETING

---

### **EXECUTIVE SUMMARY**

#### **ITEM 40** **CONFLICT OF INTEREST**

Doug Strain advised that he had a perceived conflict of interest in Item 41, Age Friendly Retail Project, as he is the Director of RSL Care SA which has its main Residential facility located in close proximity to the site of the trial/project.

#### **ITEM 41** **AGE FRIENDLY RETAIL PROJECT**

Committee were happy with this report and suggested ways that retailers could be better informed in regards to dealing with the ageing population.

#### **ITEM 42** **ASSOCIATION COORDINATORS QUARTERLY REPORTS FOR THE PERIOD 1 JANUARY – 31 MARCH 2017**

Committee were comfortable with the Coordinators reports.

#### **ITEM 43** **MAINSTREET IMPROVEMENT PROGRAM CRITERIA**

Committee were comfortable with the criteria. It was suggested that this could be a trial and they be reviewed after a year.

## **RECOMMENDATION**

MOVED:

SECONDED:

That:

1. The minutes of the Unley Business and Economic Development Committee meeting held on Wednesday 7 June 2017, be received.
2. The recommendations listed under:

Item 40  
Conflict of Interest

Item 41  
Age Friendly Retail project

Item 42  
Association Coordinators Quarterly Reports for the period 1 January – 31 March 2017

Item 43  
Mainstreet Improvement Program Criteria

inclusive, be adopted.

---



**UNLEY BUSINESS AND ECONOMIC DEVELOPMENT COMMITTEE**

**Minutes of Meeting**

**Held Wednesday, 7 June 2017 commencing at 6.34pm  
Council Chambers  
181 Unley Road Unley**

**MEMBERS PRESENT:**

Councillor Anthony Lapidge – Presiding Member  
Councillor John Koumi  
Doug Strain  
Alison Snel  
Anne Young  
Houssam Abiad  
Matthew Hassan  
Susan Straschko  
Paula Stacey-Thomas arr. 6.42pm

**OFFICERS PRESENT:**

Mr D Litchfield, Director Strategic Projects  
Ms A Klingberg, Coordinator Economic Development  
Ms M Smith, Manager Community Development  
Ms E Kleinig, Community Bus Coordinator & Active Ageing Project Officer  
Ms K Ryan, Coordinator Environmental Projects and Strategy  
Ms K Jaensch, Executive Assistant City Development

**ACKNOWLEDGMENT:**

The Presiding Member welcomed Members to the meeting and opened the meeting with the Acknowledgement.

**APOLOGIES:**

Councillor Don Palmer  
Councillor Luke Smolucha  
James Morris

**OBSERVERS:**

Nil.

### **CONFIRMATION OF MINUTES:**

MOVED: Susan Straschko

SECONDED: Doug Strain

That the minutes of the meeting of the Unley Business and Economic Development Committee held on Wednesday, 5 April 2017 as printed and circulated, be taken as read and signed as a correct record.

**CARRIED**

### **DEPUTATIONS**

Nil.

### **PRESENTATION:**

Kate Gray, Associate Director at Colliers International presented on the Annual City of Unley Vacancy Report

Kat Ryan, Coordinator Environmental Projects and Strategy at the City of Unley provided an overview of City Switch to the Committee.

### **ITEM 40**

#### **CONFLICT OF INTEREST**

Doug Strain advised that he had a perceived conflict of interest in Item 41, Age Friendly Retail Project, as he is the Director of RSL Care SA which has its main Residential facility located in close proximity to the site of the trial/project.

**ITEM 41**  
**AGE FRIENDLY RETAIL PROJECT**

**SUSPENSION OF MEETING PROCEDURES**

The Presiding Member advised that he thought the meeting would benefit from a short term suspension of meeting procedures, up to 20 minutes, to allow for questions and open discussion with Annie Campbell, Principal Consultant at Socially Connected Solutions.

This was agreed with a two thirds majority.

Meeting procedures were suspended at 7.20pm.

Meeting procedures resumed at 7.30pm.

MOVED: Councillor Koumi

SECONDED: Houssam Abiad

The Committee recommends to Council that:

1. The report be received.

**CARRIED UNANIMOUSLY**

**ITEM 42**  
**ASSOCIATION COORDINATORS QUARTERLY REPORTS FOR THE PERIOD 1 JANUARY – 31 MARCH 2017**

**SUSPENSION OF MEETING PROCEDURES**

The Presiding Member advised that he thought the meeting would benefit from a short term suspension of meeting procedures, up to 20 minutes, to discuss the Association Coordinators reports.

This was agreed with a two thirds majority.

Meeting procedures were suspended at 7.40pm.

Meeting procedures resumed at 7.43pm.

MOVED: Susan Straschko

SECONDED: Houssam Abiad

The Committee recommends to Council that:

1. The report be received.

**CARRIED UNANIMOUSLY**

**ITEM 43**  
**MAINSTREET IMPROVEMENT PROGRAM CRITERIA**

**SUSPENSION OF MEETING PROCEDURES**

The Presiding Member advised that he thought the meeting would benefit from a short term suspension of meeting procedures, up to 20 minutes, to discuss the Association Coordinators reports.

This was agreed with a two thirds majority.

Meeting procedures were suspended at 7.45pm.

Meeting procedures resumed at 7.57pm.

MOVED: Doug Strain

SECONDED: Alison Snel

The Committee recommends to Council that:

1. The report be received.
2. The Mainstreet Improvement Program Criteria are endorsed.
3. If funding is endorsed for the program in 2017/18, a small component of this budget is allocated to the development of Public Realm Guidelines for the precincts.

**CARRIED**

**CLOSE OF MEETING:**

The Presiding Member closed the meeting at 8.02pm.

.....  
**PRESIDING MEMBER**

## DECISION REPORT

<b>REPORT TITLE:</b>	2017-18 ANNUAL BUSINESS PLAN AND BUDGET ADOPTION
<b>ITEM NUMBER:</b>	879
<b>DATE OF MEETING:</b>	26 JUNE 2017
<b>AUTHOR:</b>	NICOLA TINNING
<b>JOB TITLE:</b>	GENERAL MANAGER BUSINESS SUPPORT & IMPROVEMENT

---

### **EXECUTIVE SUMMARY**

The purpose of this report is to present to Council the resolutions necessary to formally adopt the 2017-18 Annual Business Plan and Budget, and declare the rates to be charged.

Council has reviewed feedback from the consultation process and further considered projects and their impact on funding requirements before finalising the 2017-18 Annual Business Plan and Budget for endorsement.

As a result, the following changes to the Draft 2017-18 Annual Business Plan and Budget for consultation have been incorporated:

- An increase of \$110k in environmental sustainability operating projects
- A number of minor expenditure savings totalling \$60k to help offset the increase in operating projects
- An increase of \$50k to rates revenue to offset the increase in operating projects, resulting in an average rate increase of 2.9% (2.8% in consultation document)
- The inclusion of grant income and matching expenditure to reflect recent announcements in relation to Government funding
- The inclusion of Council's share of Centennial Park's estimated operating loss for 2017-18 of \$90k. This does not negatively impact on Council's proposed rate increase or the estimated amount of borrowings.
- A net reduction of \$15k in New Capital, reflecting the addition of a \$15k contribution to some minor building works for Clarence Park Community Centre and the reduction of the \$30k contribution for the Millswood Croquet Light Upgrade now being funded in 2016-17.

In summary, these result in the 2017-18 Annual Business Plan and Budget proposed for endorsement as follows:

- An estimated rates increase for existing ratepayers of 2.9%
- projected funding surplus (before accounting for Centennial Park) of \$3.113m
- proposed net new Operating Projects of \$1.342m
- proposed net Capital Replacement of \$7.445m
- proposed net New Capital of \$3.775m

- borrowings for proposed new capital of \$2.84m; and
- maintaining all existing services.

The proposed Budget has been derived from applying a combination of expenditure reductions and assessment of the services delivered by Council to the community before considering any increase to rate revenue.

## **RECOMMENDATION**

That:

1. The report be received.
2. **Adoption of the 2017-18 Annual Business Plan and Budget**

MOVED:

SECONDED:

- (a) That pursuant to the provisions of Section 123 of the *Local Government Act 1999* and regulations 6 and 7 of the *Local Government (Financial Management) Regulations 2011* and having considered all prescribed matters as per Attachment 1 to Item 879/17 – the Council adopts, firstly, the 2017-18 Annual Business Plan and secondly, the 2017-18 Budget.

*Attachment 1*

3. **Adoption of Valuations**

MOVED:

SECONDED:

That in accordance with Section 167(2)(a) of the *Local Government Act 1999*, the capital values provided by the Valuer-General for rating purposes in relation to the Council area and totalled below, be adopted for the year ending 30 June 2018.

Rateable Assessed Capital Values	\$13 343 465 447
Non Rateable	\$ 344 696 253
Total Assessed Capital Value as reconciled with the Valuer-General at 4 June 2017	\$13 688 161 700

4. **Declaration of General Rates**

MOVED:

SECONDED:

That for the year ending 30 June 2018 the Council declares differential general rates, based on the capital value of the rateable land subject to the rate and varying according to the use of the land, pursuant to Sections 153 (1)(b) and 156(1)(a) of the *Local Government Act, 1999*

and regulation 14(1) of the *Local Government (General) Regulations 2013* and otherwise resolves as follows :

- (a) In respect to land with a land use of **Residential**, a differential general rate in the dollar of 0.002540.
- (b) In respect to land with a land use of **Commercial Shop, Industry Light, Industry – Other, Primary Production, Vacant Land or Other**, a differential general rate in the dollar of 0.005006.
- (c) In respect to land with a land use of **Commercial Office or Commercial Other**, a differential general rate in the dollar of 0.005998.

## **5. Minimum Amount (General Rates)**

MOVED:

SECONDED:

That for the year ending 30 June 2018 a minimum amount of \$781 shall be payable by way of general rates on each piece of rateable land within the whole of the Council area is fixed, pursuant to Section 158(1)(a) of the *Local Government Act 1999*.

## **6. Maximum Increase (General Rates)**

MOVED:

SECONDED:

That for the year ending 30 June 2018 pursuant to Section 153(3) of the *Local Government Act 1999* the Council will not fix a maximum increase in the general rate to be charged on any rateable land that constitutes the principal place of residence of a principal ratepayer.

## **7. Declaration of Separate Rates**

That for the year ending 30 June 2018 the Council declares differential separate rates, based on the capital value of the rateable land subject to the rate and varying according to the use of the land, pursuant to Sections 154 and 156(1)(a) of the *Local Government Act, 1999* and regulation 14(1) of the *Local Government (General) Regulations 2013* and otherwise individually resolves as follows:

MOVED:

SECONDED:

- (a) A rate in the dollar of 0.00009822 on all land within the area of the **Adelaide and Mount Lofty Ranges Natural Resources Management Board** to reimburse the Council the amount contributed to the Board totalling \$1 284 968 in accordance with Section 95 of the *Natural Resources Management Act 2004*.

MOVED:  
SECONDED:

- (b) A rate in the dollar of 0.0003622, capped at \$2 000, on land with a land use of Commercial Shop, Commercial Office and Commercial Other, with addresses along the entirety of Unley Road, to raise \$107 700 for use by the **Unley Road Association Inc.** to fund a marketing program for the financial year ending 30 June 2018.

MOVED:  
SECONDED:

- (c) A rate in the dollar of 0.001361, capped at \$2 000, on land with a land use of Commercial Shop, Commercial Office and Commercial Other, with addresses along Goodwood Road between Leader Street / Parsons Street to the north and Mitchell Street / Arundel Avenue to the south, to raise \$51 500 for use by the **Goodwood Road Business Association** to fund a marketing program for the financial year ending 30 June 2018.

MOVED:  
SECONDED:

- (d) A rate in the dollar of 0.0019603, capped at \$2 000, in respect of land with a land use of Commercial Shop with addresses along King William Road between Greenhill Road and Commercial Road, to raise \$144 500 for use by the **King William Road Traders' Association Inc** to fund a marketing program for the financial year ending 30 June 2018.

MOVED:  
SECONDED:

- (e) A rate based upon a fixed charge of \$250 on land with a land use of Commercial Shop, Commercial Office and Commercial Other with addresses along Fullarton Road situated between Cross Road and Fisher Street to raise \$13 000 for use by the **Fullarton Road South Traders Association Inc.** to fund a marketing program for the financial year ending 30 June 2018.

## 8. Payment of Rates

MOVED:  
SECONDED:

That for the fiscal year ending 30 June 2018, all rates declared and imposed shall, pursuant to Section 181(1) and 181(2) and subject to Section 181(4)(b) of the *Local Government Act, 1999*, fall due in a single instalment on 1 September 2017 or four equal or approximately equal instalments on 1 September 2017, 1 December 2017, 1 March 2018 and 1 June 2018.



## **1. RELEVANT CORE STRATEGIES/POLICIES**

- Local Government Act 1999 Sections 123, 153, 154, 156, 158 and 181
- Local Government (Financial Management) Regulations 2011 Regulation 6 & 7
- Local Government (General) Regulations 2013, Regulation 14(1)
- Natural Resources Management Act 2004, Section 95, Division 5, Chapter 10
- Organisational Strategy/Goal
  - 5.3 – Good Governance and Legislative Framework
  - 5.5 – Financially sustainable approach to business and planning activity

## **2. DISCUSSION**

The programs and resource expenditure forecasts reflected in the proposed 2017-18 Annual Business Plan and Budget have been set at a level of aggregation that meets statutory requirements, and provides accountability to the community to achieve Council's goals and objectives within an appropriate Budget Framework detailed in Appendix 3 of the 2017-18 Annual Business Plan and Budget document (Attachment 1 to Item 879/17).

*Attachment 1*

### ***Annual Business Plan and Budget Overview***

The Annual Business Plan and Budget presented in this report has been developed through a process of consultation and review with Elected Members and Council officers. It also reflects the outcomes of the consultation with the Community with regard to the delivery of Council's services and projects. The budget is financially responsible and maintains financial sustainability.

### ***Community Engagement***

Community consultation on the 2017-18 Draft Annual Business Plan occurred between 3 May 2017 and 26 May 2017 and included:

- Submissions received via *Your Say Unley*, Council's PO Box 1 email facility or in writing, and
- Public meetings held on 15 May at the Goodwood Library, 16 May at the Fullarton Park Community Centre and 25 May 2017 in the Unley Civic Centre.

As a result of feedback at the public meetings, the period for receipt of submissions was extended to 2 June 2017 to provide ratepayers an opportunity to provide comment.

This public consultation process generated 32 submissions and twenty five people attended public information sessions. The public sessions encouraged questions, suggestions and comments.

All feedback collected during the consultation period was distributed and discussed by the Elected Members at the budget workshop on 5 June 2017.

In summary, feedback included:

- Strong support for environmental projects but concerns were raised about the reduction in the level of funding for 2017-18 compared to previous years.
- Questions on the level of funding required for detail design work at both Unley and Goodwood ovals.
- Mixed views were received about the overall amount of funding for events (both support and against) and whether Council should seek increased additional contributions from those benefiting from the events.
- The amount of expenditure allocated to Active Ageing should increase.
- Questions on the level of funding required for detail design work for King William Road.
- The need to provide better parking options during the day around King William Road, Goodwood Road and Living Choice on Fisher Street, Unley.
- The safety of footways, particularly in relation to trip hazards. Most were pleased with the proposed increase in funding

A number of submissions received sought financial contributions from Council for capital projects with details as follows:

1. Unley Oval disabled and aged access for users (Sturt Football Club)
2. Pityarilla (Park 19) Activity Hub including Dog Park (Adelaide City Council)
3. Almond Street Shared Zone (Almond Street Residents)
4. Clarence Park Community Centre, an outdoor verandah structure (Clarence Park Board of Management)

Of these submissions, items 1, 2, and 3 are not included in the proposed budget, but will be considered during the year when further reports, with more information is presented to Council for consideration.

As a result of the feedback, a number of adjustments were included in the proposed budget. These are as follows:

- An increase of \$110k to support environmental sustainability operating project expenditure (listed in Appendix 4 of Attachment 1)
- A number of minor expenditure savings totalling \$60k were identified to help offset the increase in environmental sustainability operating projects
- An increase of \$50k to rates revenue to offset the increase in environmental sustainability operating projects, resulting in an average rate increase of 2.9% (2.8% in consultation document)
- The inclusion of Council's share of Centennial Park's estimated operating loss for 2017-18 of \$90k. This does not negatively impact on Council's proposed rate increase or the estimated amount of borrowings
- The inclusion of net proceeds of \$645k from a property sale
- A net reduction of \$15k in New Capital, reflecting the addition of a \$15k contribution to minor building works for Clarence Park Community Centre

and the reduction of the \$30k contribution for the Millswood Croquet Light Upgrade now being funded in 2016-17.

- A reduction in borrowings, largely reflecting the proceeds on sale of property mentioned above

### **2017-18 Budget Overview**

These changes result in a proposed Operating Surplus (before accounting for Centennial Park) of \$3.113m, being the same amount presented in the 2017-18 Draft Budget for consultation. Taking the equity result (loss) for Centennial Park reduces the Operating Surplus to \$3.023m for the purposes of the statutory financial statements.

In response to the cost imposts on Council and to minimise the burden on ratepayers, Council has continued its work and review of service sustainability. Savings identified as part of 2017-18 Budget Preparation include:

- A reduction in employee costs of approximately \$230k as a result of reallocation of positions across the business from an internal restructure as well as a \$85k reduction for contractors
- Reduction in power costs \$100k, waste management \$150k, telephone \$20k and fuel \$25k

These savings were offset by some increases in costs outside of Council's control including waste levy increases of approximately \$90k, large electricity price increases for street lighting and major sites of \$90k and postage increases of \$58k.

The projected income is sufficient to meet the projected operating expenses as well as principal repayments for the 2017-18 year.

Council has adopted the financial targets indicated below (targets do not include Centennial Park).

	<b>2017-18 Budget</b>	<b>2017-18 Adopted Target</b>
Operating Surplus Ratio (excluding Centennial Park)	6.6%	Greater of 5% or 100% of principal repayments
Net Financial Liabilities Ratio	43%	<80% of Total Operating Revenue
Asset Sustainability Ratio (rolling 10 year average)	108%	>=100%
Asset Sustainability Ratio (current year based on depreciation)	105%	-

Council's 2017-18 estimated Operating Surplus, Net Financial Liabilities and Asset Sustainability ratio achieve the adopted targets.

The 2017-18 Budget includes the following features:

- A rates increase for existing ratepayers of 2.9%
- Proposed 2017-18 net Operating Projects of \$1.342m

- Proposed 2015-16 net Capital Replacement of \$7.445m
- Proposed net Capital New of \$3.775m, and
- Funding for proposed new capital will come from borrowings estimated at \$2.84m
- Maintaining all existing services

### Operating Projects

Operating projects are either one-off, short term projects or a request to change the level of service. The request to change the level of service will also impact future budgets.

These projects are to be funded by Council's rates income and therefore affect the level of rates increase being considered. Council is proposing a minor change to the rate increase proposed in the draft consultation (2.8%) to 2.9% to fund the increase of \$110k of environmental sustainability projects. This increase results in a net amount of \$1.342m for operating projects.

Key items for 2017-18 include:

- Increasing the on-going level of service for reactive footpath maintenance, \$150k.
- Undertaking a number of traffic and parking initiatives including a local area traffic management study for Parkside and Fullarton, and improvements to parking both across the City and within the main street precincts, \$170k.
- Continuation of ongoing environmental initiatives and programs (total funding \$260k) including second generation street tree implementation, greening of verges and water well installation as well as changes from the draft budget for consultation to provide:
  - \$50k for Water Sensitive Urban Design Initiatives,
  - an additional \$10k for street tree water wells, and
  - \$50k to commence an alternative lighting solution project to realise a combination of benefits covering improved environmental outcomes, reduced lighting costs and improved service levels.
- Activities for place activation and showcasing the City of Unley including Unley Gourmet Gala, Tour Down, King William, Goodwood and Unley Road events and annual community events program and related activities in the order of \$500k.

## New Capital

The proposed new capital projects total \$3.775m net and include:

- Preparation of detailed design and engagement for the King William Road Streetscape (High Street), \$300k
- Continuation of the implementation of the local area traffic management recommendations for Wayville/Unley /Goodwood, \$135k
- Implementation of Council's Cycling and Walking Plan Year 2 focussed on the Weller Street 'Bike Boulevard' and Rugby/Porter Street Stage 2, \$285k
- Detailed design for the Unley Oval Grandstand upgrade, \$300k
- Designs for Goodwood Oval and Millswood Sporting Complex upgrades, \$200k
- Construction of the Goodwood Oval new toilet and shower room facilities including relocation, \$250k (dependant on grant funding)
- Council's Brown Hill Keswick Creek project contribution, \$1.7m.

Future construction of the Unley Oval Grandstand and Goodwood Oval and Millswood Sporting Complex upgrades will be subject to confirmation of required external funding contributions.

New capital expenditure may not significantly impact on Council rates in the year of creation but will affect the rates income in the future by way of increased depreciation, maintenance and interest expense. New capital will largely be funded through borrowings, however Council commits to investigate, where possible, grants to help fund these new assets.

As a result, Council will require additional funds of \$2.84m through borrowings. The decision on the type of borrowing and interest rate arrangements shall take into account future cash flow implications of the Long Term Financial Plan, intergenerational equity and the cost of debt at the time the borrowing is made giving due regard to minimising exposure to interest rate movements.

This will result in estimated borrowings at 30 June 2018 of **\$14.66m**.

Council also considered additional requests for capital contributions from a number of budget submissions as part of the consultation process including:

- Unley Oval disabled and aged access
- Pityarilla (Park 19) Activity Hub including Dog Park
- Almond Street Shared Zone
- Clarence Park Community Centre outdoor verandah structure

Given the timing of receiving these requests, it is considered that except for the Clarence Park Community Centre building works which only requires a \$15k contribution, further work is required to consider the costs and benefits of these projects. As such, it is proposed to address these projects during the 2017-18 financial year given that funding for such projects is likely to involve borrowings. It is also noted that Council has been investigating options for the upgrade of facilities at Unley Oval for some time, but at this stage external Government funding has not been secured. This is detailed in a separate report to Council also proposed for the June 2017 Council meeting.

That report considers a revised proposal to only develop the player facilities component as the preferred Grandstand Upgrade option. The report also highlights that if funding from AFL and SA Government is confirmed, an additional \$1.5m currently provided for in the 2019-20 and 2020-21 financial years may be required to be brought forward to 2017-18. However, given that this external funding has not been secured, it has not been included in the 2017-18 Annual Business Plan and Budget. As borrowing would be the funding source for any council contribution, this can be addressed as part of a future budget review, if and when external funding is confirmed.

#### Capital Renewal

The proposed Capital Renewal Program of net \$7.445m has been based on current asset information and asset management plans. This results in an Asset Sustainability Ratio for 2017-18 of 105% compared to depreciation. The program includes the following:

- \$1.127m for the proposed road reseal program
- \$1.041m for the footways renewal program
- \$872k for drains and storm water
- \$873k for the Property Program, and
- \$493k for reserves, recreation and open space projects

#### ***Budget Framework***

The proposed budget has been set at a level of aggregation that meets statutory requirements and provides accountability to the community within an appropriate policy framework. Council's Budget Framework is detailed at Appendix 3 of Attachment 1 2017-18 Annual Business Plan and Budget.

*Attachment 1*

#### ***Rating Information***

During the community consultation phase of the budget development, the Council communicated its intention to increase rates for existing rate payers by 2.8%. Given a decision to increase environmental sustainability operating project expenditure, it is now proposed to help offset that expenditure by increasing rates by 2.9% for the final adoption. Together with rate growth of 0.5% this results in the estimated total general rates revenue for 2017-18 of \$38.350m net of rebates.

The minimum rate will increase from \$758 (in 2016-17) to \$781.

#### ***Differential Separate Rates***

Differential Separate rates are to be applied along all main street precincts; Unley Road, Goodwood Road, King William Road and Fullarton Road to raise funding for the Trader Associations.

This funding will be used for marketing initiatives and will be distributed as follows:

Main Street Trader Association	\$
Unley Road	107 700
Goodwood Road	51 500
King William Road	144 500
Fullarton Road	13 000

The King William Road Traders Association Inc. have requested an increase on the adopted 2016-17 separate rate amount by 2.5% on the premise that there has not been a change in the separate rate amount over the past few years despite CPI increases in costs over that period.

In 2016-17, Council also resolved to cap the amount any main street precinct separate rate payer pays at \$2000. It is proposed that this is retained for 2017-18.

***Separate Rate – Natural Resource Management Levy***

The *Natural Resources Management Act 2004* imposes the duty on councils to charge a levy, as though it were a separate rate under Chapter 10 of the *Local Government Act 1999*, on rateable land in the Adelaide and Mount Lofty Ranges Natural Resources Management Area. Such a rate must be fixed and calculated so as to raise the same amount as the Council's share to be contributed to the Board (taking into account any rebates/remissions in Division 5, Chapter 10).

The amount to be contributed to the Adelaide and Mount Lofty Ranges Natural Resources Management Board (NRM Board) for 2017-18 will be \$1.285m. This represents an increase of 9.3% over the contribution for the previous financial year. Council will provide suitable information to residents explaining Council's role as an agent for the NRM Board in the collection of this levy.

***City Wide Revaluation Impact***

The Valuer General has valued all of the City of Unley. The total value of properties in Unley has increased to \$13.688 billion which is an increase of 5.2% compared to last year split between a capital value valuation increase of 4.7% and growth of 0.5%.

Excluding growth, residential rateable property capital valuations increased by approximately 4.6% on average, while Commercial – Office and Other properties have increased by 4.9% and Commercial – Shop and all other land use properties by 5.0% on average.

Council has considered the change in valuations when distributing the rates burden for 2017-18.

The change in the rate in the dollar for the three differential general rate categories (Residential, Commercial Shop, et al and Commercial Office/Other) is provided in the following table:

	Residential	Commercial Shop, et.al	Commercial Office/Other
	Category 1	Category 2	Category 3
2015-16	0.002661	0.005023	0.005988
2016-17	0.002586	0.005101	0.006043
2017-18	0.002540	0.005060	0.005998

The 2017-18 Annual Business Plan and Budget is provided for Members' information as Attachment 1 to Item 879/17.

*Attachment 1*

### **ANALYSIS OF OPTIONS**

Option 1 – Adopt the proposed 2017-18 Annual Business Plan and Budget in the format of the seven resolutions.

Budget highlights being but not limited to:

Operating surplus (excluding Centennial Park) of	\$ 3.113m
Net New Operating projects of	\$ 1.342m
Net Replacement capital works of	\$ 7.445m
Net New capital works of	\$ 3.775m
Additional Funding through new borrowings	\$ 2.840m

The budget is financially responsible, maintains financial sustainability and delivers value for the community.

Option 2 – Council amend the proposed 2017-18 Annual Business Plan and Budget prior to adoption.

Any minor changes to the Annual Business Plan at this late stage could be accommodated within the structure of the proposed Budget. Changes of a more significant nature, however may delay the adoption of the Budget to enable recalculations and the amendment of the proposed rates.

If there is a delay in the adoption process, there may be an impact on the services delivered. The budget is a plan and Council has the opportunity to make changes to it at any of the legislated Budget Reviews that will occur in the coming financial year. These legislated Budget Reviews are designed to consider any changes that come to light that may impact the estimated year end result.

Furthermore it may be necessary in light of any late changes to the Budget, to revisit the Annual Business Plan.



**4. RECOMMENDED OPTION**

Option 1 is the recommended option.

**5. POLICY IMPLICATIONS**

Adoption of the 2017-18 Annual Business Plan and Budget for will ensure the delivery of services that contribute toward the achievement of the Council's agreed Community Plan 2033.

The 2017-18 Annual Business Plan and Budget is financially responsible and aims to deliver a well-managed, financially sustainable result for current and future generations of residents, businesses and other ratepayers.

**6. REPORT CONSULTATION**

The budget build for operating income, expenditure, operating projects, new capital and capital replacement programs were completed by the relevant Business Unit Managers and approved by the relevant General Manager of the Division.

In addition, three budget workshops were held with Elected Members as part of developing and finalising Council's 2017-18 Annual Business Plan and Budget. These workshops allowed Elected Members to prioritise, refine and discuss projects and services and the corresponding funding of such through rates, fees and charges, and borrowings.

**7. ATTACHMENTS**

1. 2017-18 Annual Business Plan and Budget

**8. REPORT AUTHORISERS**

<b><u>Name</u></b>	<b><u>Title</u></b>
Peter Tsokas	Chief Executive Officer



# 2017-18 Annual Business Plan & Budget



THE CITY of  
*Unley*





## Contents

Background .....	4
How Council measures its performance .....	4
Executive Summary .....	5
Strategies behind the Annual Business Plan .....	6
Significant Influences for the 2017-18 Budget.....	6
Services provided to the Community.....	7
Annual Objectives and Key Projects.....	8
Project Priorities proposed for the Year .....	9
Operating Projects .....	9
Capital Projects.....	10
Borrowings for the 2017-18 Financial Year.....	11
Financial Policy Context .....	12
Financial Planning Framework .....	12
Infrastructure and Asset Management Plans .....	15
Funding the Business Plan.....	17
Rates Context .....	17
Rate Statistics .....	17
Rates Modelling.....	17
Valuation Method .....	18
Minimum Rate.....	18
Differential Rates.....	18
Separate Rate for Main Street Trader Associations.....	19
Natural Resource Management Levy.....	20
Expected impact on Ratepayers.....	20
Fees and Charges Context.....	21
Conclusion .....	21
Appendix 1 – 2017-18 Budgeted General Purpose Financial Statements .....	22
Appendix 2 – Budgeted Funding Statement .....	29
Appendix 3 – Budget Framework and Financial Summary .....	30
Appendix 4 – 2017-18 Proposed New Operating Projects.....	36
Appendix 5 – 2017-18 Proposed New Capital.....	41
Appendix 6 - 2017-18 Proposed Capital Renewal Program by Asset Class.....	45
Appendix 7 – Rates Assistance Available .....	52

## Background

Under Section 123 of the Local Government Act 1999 Council is required to have a budget for each financial year. This budget must be considered as part of the Council's Annual Business Plan.

Before a council adopts its Annual Business Plan it must prepare a draft Annual Business Plan and undertake a public consultation process. The consultation for this plan was undertaken between 3 May and 26 May 2017 with public meetings held on 15 May at the Goodwood Library, 16 May at the Fullarton Park Community Centre and 24 May 2017 at the Unley Civic Centre.

All of the feedback collected during this period was distributed and discussed by the Elected Members at the budget workshop and taken into account in finalising the 2017-18 Annual Business Plan and Budget.

## How Council measures its performance

Council measures its achievements and financial performance through the following processes:

- Regular financial reporting to Executive and Council
- Quarterly corporate performance report to Executive and Council
- Budget Reviews in accordance with legislation
- Annual review of the Long Term Financial Plan,
- Review and input from Council's Audit and Governance Committee
- Production of an Annual Report including audited financial statements
- Community Engagement.

## Executive Summary

The Annual Business Plan for 2017-18 has been prepared in accordance with the priorities of Unley's draft Community Plan and 4 Year Delivery Plan, while ensuring the financial targets adopted by Council at its Council Meeting in February 2017 are met.

Key financial information for 2017-18 is summarised below.

General Rate Increase	2.9%
Rates Growth (new rateable properties and improvements)	0.5%

<b>Budget Summary</b>	<b>\$'000</b>
General Rates Income	38 350
All Other Operating Income	8 825
<b>Total Operating Income</b>	<b>47 175</b>
Operating Expenses	42 720
New Operating Project Initiatives (Net)	1 342
<b>Operating Surplus (excluding Centennial Park)</b>	<b>3 113</b>
Net Capital Renewal Program Expenditure	7 445
Net New Capital Expenditure	3 775
<b>Total Net Capital Expenditure</b>	<b>11 220</b>
<b>Estimated New Borrowings</b>	<b>2 840</b>
<b>Repayment of Borrowings</b>	<b>2 554</b>

**Council will raise sufficient income to cover its operating expenses and undertake repayment of its debt.**

### Key Financial Targets

<b>Indicator</b>	<b>Adopted Target</b>	<b>2018 Budget</b>
Operating Surplus Ratio (excluding Centennial Park)	> 5.0%	6.6%
Net Financial Liabilities Ratio	= < 80%	43%
Asset Sustainability Ratio (over 10 years)	= > 100%	108%

### Impact on ratepayers

It is proposed that the overall amount existing ratepayers will pay in general rates will increase on average by 2.9%. For a residential property of average value, this equates to an increase in general rates of approximately \$49 for the 2017-18 year. Rate increases may vary from the average where there has been new development, capital improvements or other significant change to the value of the property.

## Strategies behind the Annual Business Plan

The purpose of the Annual Business Plan is to impart an understanding of:

- Annual objectives for the year in the context of Council's long-term objectives
- Overview of the activities and services provided by Council
- Key financial information relating to revenue and expenditure
- Proposed new initiatives and projects
- Rating context and impact of rates for 2017-18, and
- Council's Financial Planning Framework including Long Term Financial Plan and Asset Management Plans

## Significant Influences for the 2017-18 Budget

A number of factors have influenced the preparation of the Council's 2017-18 Annual Business Plan and Budget. These include:

- Local Government Price Index increases on relevant goods and services, which in recent years has tracked close to CPI
- Provision for Enterprise Bargaining Agreements for most staff which determine conditions of employment and provide for annual salary and wages increases.
- Maintaining asset management (renewal) expenditure at a sufficient level to ensure long term maintenance of Council infrastructure, property and IT assets
- Increased maintenance requirements due to an increase in capital works and construction of new assets over recent years
- State Government budget decisions including a significant waste levy increase of \$90k for 2017-18.
- Commitments to long term major projects including King William Road, Unley Oval and Brown Hill Keswick Creek, and
- Grant funding including an increase of \$271k in Council's Roads to Recovery grant income for 2017-18 as a result of a Commonwealth Government decision to index fuel excise.

In response to the cost imposts on Council and to minimise the burden on ratepayers, Council has continued its work and review of service sustainability.

Savings identified as part of 2017-18 Budget Preparation include:

- A reduction in employee costs of approximately \$230k as a result of reallocation of positions across the business from an internal restructure as well as a \$85k reduction for contractors
- Reduction in power costs \$100k, waste management \$150k, telephone \$20k and fuel \$25k

These savings were offset by some increases in costs outside of Council's control including waste levy increases of approximately \$90k, large electricity price increases for street lighting and major sites of \$90k and postage increases of \$58k.

## Services provided to the Community

The Local Government Act 1999 (the Act) prescribes a system of local government to enable councils to govern and manage areas at a local level.

All councils have basic responsibilities under the Act and other relevant legislation. These include:

- Regulatory activities, including voters' roll maintenance and Elected Members' support
- Determining longer term strategic management and management plans, financial plans, infrastructure and asset management plans and policies and procedures
- Setting rates, preparing an Annual Business Plan and Budget
- Management of basic infrastructure including roads, footpaths, parks, public open space, street lighting and stormwater drainage
- Street cleaning and rubbish collection
- Development planning and control, including building safety assessment, and
- Provision of various environmental health services.

In response to community needs, Council also provides the following services and programs, over and above those listed above:

- |                               |                             |
|-------------------------------|-----------------------------|
| • Aged and Social Care        | • Economic Development      |
| • Animal Management           | • Environmental Management  |
| • Arts & Cultural Development | • Library Services          |
| • Community Centres           | • Museum                    |
| • Community Development       | • Open Space Management     |
| • Community Engagement        | • Parking Control           |
| • Community Event Programs    | • Sport and Recreation      |
| • Community Services          | • Sustainable Landscapes    |
| • Community Transport         | • Volunteers                |
| • Community Grants            | • Urban Policy and Planning |
| • Corporate Services          | • Youth Development         |

The Council also maintains a number of facilities and services on a fee for service basis, some of which are subsidised and include:

- |  |   |
|--|---|
| • Unley Swimming Centre  | • Community Bus Service                       |
| • Commonwealth Home Support Program (CHSP) - formerly HACC Program | • Halls for hire                              |
|  | • Ovals, courts, parks and reserves for hire. |

An increase in the ongoing service level for reactive footpath maintenance has been included as an Operating Project for 2017-18. From 2018-19 this will result in an ongoing increase to operating expenditure.

The remaining services from 2016-17 will be maintained at existing service levels during 2017-18.



## Annual Objectives and Key Projects

As the updated Community Plan and 4 Year Delivery Plans have yet to be endorsed by Council, and therefore some of the outcomes under each theme may be subject to change, it was considered appropriate to list the key projects under the agreed themes for the purposes of this document.

### Community Living

#### Key Projects 2017-18

- Implementation of the local area traffic management study for Wayville/Unley /Goodwood
- Undertake local area traffic management study for Parkside and Fullarton
- Increase level of service for reactive footpath maintenance
- Detailed design for the Unley Oval Grandstand upgrade
- Construct Goodwood Oval new toilet and shower room facilities including relocation
- Designs for Goodwood Oval and Millswood Sporting Complex upgrades
- Place activation and showcasing of the our City through major events including Unley Gourmet Gala, Tour Down Under and a diverse Community Events Program

### Economic Prosperity

#### Key Projects 2017-18

- Community Engagement and Detailed Design of King William Road Streetscape (High Street)
- Support the main street precincts through main street improvements
- Implementation of an online Business Concierge service

### Environmental Stewardship

#### Key Projects 2017-18

- Council's contribution to the Brown Hill Keswick Creek Stormwater Management Plan 2017-18 works
- Implementation of Council's Cycling and Walking Plan Year 2
- Continuation of ongoing environmental initiatives and programs including second generation street tree implementation, greening of verges, water sensitive urban design initiatives, investigation of alternative lighting solutions for street lighting and water well installation

# Civic Leadership

## Key Projects 2017-18

- Review of services using a Target Operating Model approach
- Development of a Digital Transformation Plan to enhance and modernise existing online functionality and add new delivery and self-help functions

## Project Priorities proposed for the Year

Council's proposed project priorities for 2017-18 stem from the themes outlined in Council's draft Community and 4 Year Delivery Plans.

Council has undertaken a methodical and considered approach to determine its priorities for the upcoming financial year. These are the steps that were taken to determine the proposed projects for consultation:

- The Capital Works Program was guided by Council's Asset Management Plans
- Council proposed projects that aim to assist in achieving the Strategic Themes in Council's draft Community Plan and 4 Year Delivery Plan
- Elected Members submitted projects based on perceived community need
- Projects were divided into three broad categories: Operating Projects (including change to service), New Capital and Capital Renewal Program
- Elected Member workshops were used to further prioritise, refine and finalise the proposed project list for community consultation.

## Operating Projects

These types of projects are either one-off, short term projects or a request to change the level of service. The request to change the level of service will also impact future budgets.

These projects are to be funded by Council's rates income and therefore affect the level of rates increase being considered. Council is considering a rate increase of 2.9% plus estimated growth of 0.5% and this Budget proposes to fund a net amount of \$1.342m of operating projects.

Key items for 2017-18 include:

- Increasing the level of service for reactive footpath maintenance \$150k
- Undertaking a number of traffic and parking initiatives including:
  - a local area traffic management study for Parkside and Fullarton \$40k
  - improvements to parking both across the City and within the main street precincts \$130k
- Continuation of ongoing environmental initiatives and programs including second generation street tree implementation \$75k, water sensitive urban design (WSUD) initiatives \$50k, commencement of an alternative lighting

solution project to realise a combination of benefits including improved environmental outcomes \$50k, greening of verges \$30k and street tree water well installation of \$50k

- Activities for place activation and showcasing of the City of Unley including Unley Gourmet Gala, Tour Down Under (proposed but stage is yet to be confirmed), King William, Goodwood and Unley Road events and annual community events program and related activities in the order of \$500k.

Whilst for 2017-18 the increase in service level for reactive footpath maintenance has been included as an operating project, from 2018-19 this will result in an ongoing increase to operating expenditure.

The proposed projects are detailed in Appendix 4.

## **Capital Projects**

The City of Unley is responsible for a large number of assets with a current depreciable value of approximately \$570m including land. It is important that Council engage in practices that optimise the assets “useful lives” for the benefit of the whole community.

Like many other councils, the City of Unley is provided with an increasing demand to provide services in an environment of ageing assets, increased liability and continual constraints on funding.

New capital projects will largely be funded by borrowings. The proposed new capital projects total \$3.775m net and include:

- Detailed design and engagement of King William Road Streetscape (High Street) \$300k
- Continuation of the implementation of the local area traffic management study for Wayville/Unley /Goodwood \$135k
- Implementation of Council's Cycling and Walking Plan Year 2 totalling \$285k focussed on the Weller Street 'Bike Boulevard' and Rugby/Porter Street Stage 2
- Detailed design for the Unley Oval Grandstand upgrade \$300k
- Designs for Goodwood Oval and Millswood Sporting Complex upgrades \$200k
- Construction of the Goodwood Oval new toilet and shower room facilities including relocation net \$250k
- Council's Brown Hill Keswick Creek project contribution of \$1.7m

Future construction of the Unley Oval Grandstand and Goodwood Oval and Millswood Sporting Complex upgrades will be subject to confirmation of required external funding contributions.

New capital expenditure may not significantly impact on Council rates in the year of creation but will affect the rates income in the future by way of increased depreciation, maintenance and interest expenses. New capital will largely be funded through borrowings; however Council commits to investigate, where possible, grants to help fund these new assets.

The proposed Capital Renewal Program of \$7.445m net has been based on current asset information and asset management plans. Items include:

- \$1.127m for the proposed road reseal program
- \$1.041m for the footways renewal program
- \$872k for drains and storm water
- \$873k for the Property Program, and
- \$493k for reserves, recreation and open space projects

Details of the proposed Capital Works Program are provided in Appendices 5 and 6.

## **Borrowings for the 2017-18 Financial Year**

Borrowing is an important funding source, especially for expenditure relating to the New Capital and is undertaken in accordance with Council's Treasury Management Policy. The key objective of the policy is to manage the finances of the Council holistically in accordance with the overall financial sustainability strategies and targets.

An independent local government report on financial sustainability encourages the increased use of borrowings to promote intergenerational equity. This involves spreading costs in relation to significant capital expenditure based on the pattern of benefits over time so that one generation is not excessively subsidising another.

Where there is a persuasive argument relating to intergenerational equity, Council will consider the appropriate use of borrowings. This will be managed within financial targets with the intention that future cash flows are sufficient to recoup borrowings with minimal impact on general operations over the medium term.

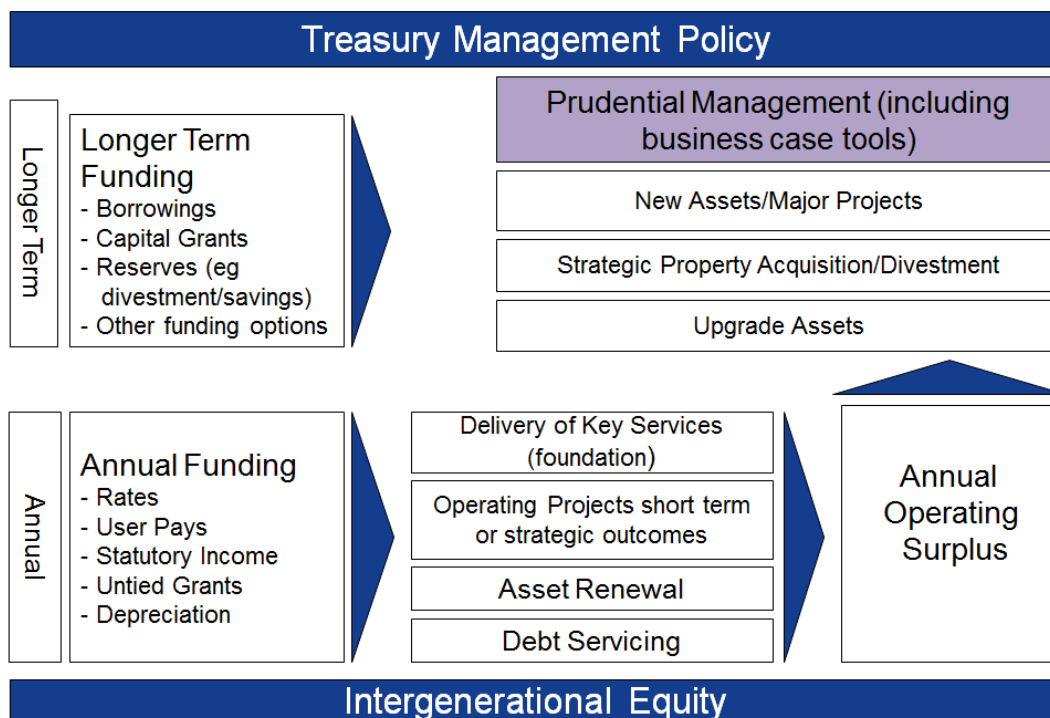
As part of finalising the 2017-18 Budget, Council considered those Capital Projects with short term benefits as to whether they should be funded by rates or borrowing.

	\$000s
Forecast Opening Balance of Borrowings July 2017	14,371
Estimated Borrowing for 2017-18	2,840
Repayment of principal repayments for 2017-18	<u>(2,554)</u>
Forecast Closing Balance of Borrowings June 2018	<b><u>\$14,657</u></b>

## Financial Policy Context

### Financial Planning Framework

The following diagram illustrates the overall funding framework for the City of Unley and the use of the Annual Operating Surplus and longer term funding sources including strategic property divestment.



In addition, in September 2016, Council adopted two updated policies, namely the Treasury Management Policy and the Prudential Management Policy which form a key part of the overall framework and provide context in terms of Council decisions.

#### Treasury Management Policy

The Treasury Management Policy underpins Council's decision making in the funding of Council's operations in the context of borrowing as well as cash flow, budgeting, and investments. The updated policy now includes specific principles relevant to borrowing for strategic acquisitions while maintaining a target range for Net Financial liabilities.

The specific principles means Council will:

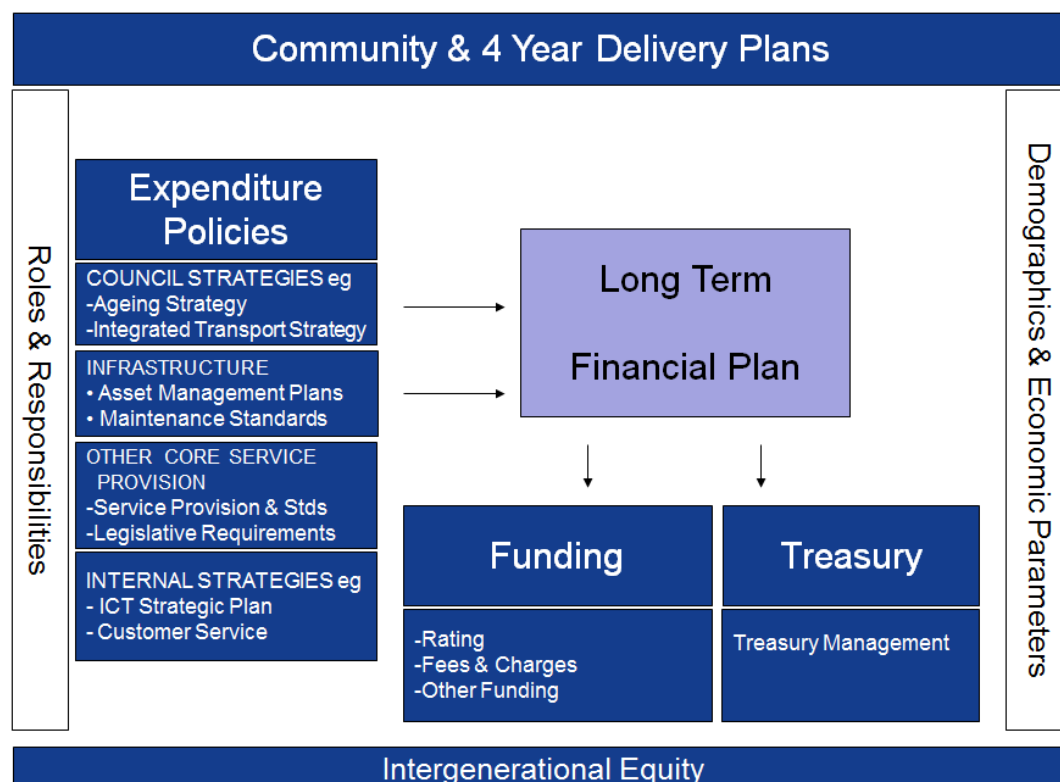
- Maintain a target range for its Net Financial Liabilities ratio;
- Generally only borrow funds to support cash flow;
- Only retain or quarantine money for a particular future purposes when required by legislation or part of an agreement;
- Apply where cost effective any funds that are not immediately required to meet approved expenditure, to reduce its level of borrowings or to defer and/or reduce the level of new borrowings that would otherwise be required.
- Not borrow for funding annual operational expenditure

## Prudential Management Policy (including Business Case Tools)

The revised Prudential Management Policy adopted in September 2016 now includes more specific references to due diligence assessment processes based upon the level of risk to which Council may be exposed in undertaking projects including the strategic acquisition of property.

## Long Term Financial Plan (LTFP)

Council uses a LTFP to guide its financial decisions and to ensure it is prudent in its financial management and considers a longer term view. The LTFP has been reviewed and updated to reflect the most current information available.



The key components of the plan are:

- Assessment of Council's current financial position and achieving longer term financial sustainability
- Ensuring Financial Targets are met
- Consideration of Council's appropriate role and responsibilities
- Ensuring alignment with the Community Plan and 4 Year Delivery Plan and maintenance of high priority strategies
- Ensuring all proposed strategies are costed before adoption
- Ensuring alignment with agreed service provision and delivery standards
- Ensuring alignment with Asset Management Plans and Maintenance Standards
- Ensuring alignment with internal support strategies
- Ensuring alignment with Funding and Treasury principles as well as intergenerational equity (rating stability, Treasury Policy, fees and charges, external funding and investments)

### Target Financial Indicators

Under the requirements of Regulation 5(c) of the Local Government (Financial Management) Regulations 2011, there is a requirement for Council's LTFP as well as the Annual Financial Statements and Budget to include:

- An Operating Surplus ratio
- A Net Financial Liabilities ratio, and
- An Asset Sustainability ratio.

presented in a manner consistent with the "Model Financial Statements", Financial Indicators.

Council has adopted 3 key financial targets relating to these required ratios to guide the direction of the LTFP and Annual Business Plan and Budget. These targets were recently adopted by Council at its February 2017 meeting following a recommendation from the Audit & Governance Committee on 15 February 2017.

Financial Indicator	Adopted Target
Operating Surplus Ratio (excluding Centennial Park)	Greater of 5% or 100% of principal repayments
Net Financial Liabilities Ratio	<80% of Total Operating Revenue
Asset Sustainability Ratio (rolling 10 year average)	>=100%

As noted in Council's Treasury Management Policy, the net financial liabilities ratio of less than 80% is the key target indicator for Council to assess its capacity to borrow in the medium to long term.

The Net Financial Liabilities Ratio is calculated by expressing net financial liabilities at the end of the year as a percentage of total operating revenue for the year.

Taking into account principal repayments and movements in short term borrowings, it is anticipated that total borrowings will increase by \$0.3m from the forecast 30 June 2017 balance of \$14.4m to **\$14.66m** at 30 June 2018. This results in a Net Financial Ratio at 30 June 2018 of **43%**.

This Annual Business Plan satisfies all Financial Indicator Targets.

## **Infrastructure and Asset Management Plans**

The City of Unley is responsible for the management, operation and maintenance of a diverse asset portfolio that provides services and facilities for City users. Infrastructure and Asset Management Plans have been developed for all infrastructure assets to ensure Council continues to provide effective and comprehensive management of its assets.

The development of the Infrastructure and Asset Management Plans indicate Council's ongoing commitment to operate and maintain its asset portfolio efficiently to both meet strategic and legislative requirements, and to deliver the required levels of service for the community.

A new approach to asset management driven from a service perspective has been implemented with the adoption of an agreed level of service for property, bridge, road and footpath asset classes.

The new asset system is collecting real time data coupled with ongoing regular condition audits, to undertake more accurate predictive modelling in regard to treatments and life expectancy of each asset class. Over the next few years the management of assets will balance the targeted levels of service for each specific asset with the long term costs.

The Infrastructure and Asset Management Plans provide the basis for the Capital Renewal Program included in Council's LTFP and is refined as part of the Annual Business Plan and Budget process. In 2017-18 the Capital Renewal Program has a projected net expenditure of \$7.445m.

For footpaths forming part of the footways asset category, Council has endorsed a schedule to replace all asphalt to pavers based on current service standards.

It is anticipated that the City of Unley will be fully paved by June 2019.



Council allocates a significant amount of funds for the operation and maintenance of its asset portfolio within its City Development Division. For 2017-18 this amounts to \$19.555m in addition to capital renewal as detailed in Appendix 6, 2017-18 Capital Renewal Summary.

Details are as follows:

<b>Program and Asset Category</b>	<b>2017-18 Budget Expenditure \$000s</b>	<b>Depreciation</b>	<b>Total Operating Expenditure</b>
<b>Transportation Program</b>			
Bridges	15	133	148
Bus Shelters	9	-	9
Car Parks	55	78	133
Footpaths	456	1,245	1,701
Kerb & Watertable	230	398	628
Linemarking	77	-	77
Roadworks	269	887	1,156
Signs	242	-	242
Street Cleaning	472	-	472
Street Lighting	557	28	585
	<b>2,382</b>	<b>2,769</b>	<b>5,151</b>
<b>Property Program</b>			
Buildings	<b>1,924</b>	<b>1,326</b>	<b>3,250</b>
<b>Open Space Program</b>			
Reserves	2,082	500	2,582
Street Trees	1,068	-	1,068
	<b>3,150</b>	<b>500</b>	<b>3,650</b>
<b>Drains &amp; Stormwater Program</b>	<b>146</b>	<b>1,121</b>	<b>1,267</b>
<b>Waste Management Program</b>	<b>3,671</b>	<b>-</b>	<b>3,671</b>
<b>Environmental Initiatives</b>	<b>122</b>	<b>-</b>	<b>122</b>
<b>Strategic Asset Management</b>	<b>338</b>	<b>-</b>	<b>338</b>
<b>Depot (including Plant)</b>	<b>963</b>	<b>660</b>	<b>1,632</b>
<b>City Development Management</b>	<b>483</b>	<b>-</b>	<b>483</b>
<b>Total Asset Maintenance related Expenditure</b>	<b>13,179</b>	<b>6,376</b>	<b>19,555</b>

\*For the purpose of reviewing the budget during the year, funding reallocation resulting in no financial impact will not be reported.

Further, Council captures information in relation to changes in maintenance requirements on New Capital and Operating Projects as detailed in Appendix 4 Operating Projects and Appendix 5 New Capital. This assists Council to consider the impact on future costs as part of long term financial planning and make allowance for these costs in future budgets.

## Funding the Business Plan

Excluding borrowings for New Capital, over 80% of Council's funding is generated from rates with the balance largely relating to fees and charges set by Council or statutory fees gazetted by the State Government on an annual basis.

### Rates Context

In setting the rates for 2017-18 Council proposes to continue with its current method of rating, which is three differential rates with a minimum rate, applied against the capital value of properties. Council considers this to be a fair and equitable method of rating for the City of Unley.

Rates is used to deliver the services. Rates are a form of property taxation, and property values determine how much each property contributes. This system of taxation means that the rates paid may not directly relate to the services used by each ratepayer.

It is proposed that the overall amount existing ratepayers will pay in general rates will increase in the order of 2.9% with a further estimated increase of 0.5% from growth. Growth represents new development, capital improvements to existing properties and changes to value as a result of land divisions and will be confirmed by the Valuer-General as part of completing the valuation of the Council area.

Refer to Appendix 7 for details on Rates Assistance Available.

### Rate Statistics

Council has over 18 900 assessments with just over 16 930 being residential, over 920 assessments within non-residential Category 2 (including commercial shops, industrial, and vacant) and nearly 870 non-residential Category 3 (commercial offices and commercial – other). There are 175 non-rateable assessments.

Assessments on the minimum rate total just over 2 400, with residential comprising over 2 300 of these assessments.

### Rates Modelling

The valuation for the Council area has been completed by Valuer-General and reflects an increase of 4.7% in valuation for **existing properties**.

Analysis indicates that:

- residential properties, representing over 87% of the overall rateable valuation, had an average valuation increase of 4.6%.
- non-residential properties, including commercial, had an average valuation increase of 5%.

The Budget has been formulated on the basis of retaining differential rates for residential and non-residential property at the appropriate rate in the dollar to provide an overall increase in rates of 2.9% excluding growth.

## Valuation Method

The Council uses the **capital value** method of valuing properties. This method values the land and all improvements on the land. It is the most widely used method across South Australian councils.

Council considers this valuation method the most equitable method to spread the rates burden across the measure of wealth within the City. It equates to the taxation principle that people should contribute to community, social and physical infrastructure in accordance with their capacity to pay as measured by property wealth.

In determining how rates are applied, and in determining the rate in the dollar, Council uses the following options.

## Minimum Rate

In accordance with S158 of the Act, Council has decided that there will be a minimum rate on every rateable property. Council, in adopting a minimum rate, considers it appropriate that all rateable properties make a contribution to the cost of administering the Council's activities and creating and maintaining the physical infrastructure that supports each property.

The minimum rate will increase to \$781, an increase of \$23. City of Unley still maintains one of the lowest minimum rates in metropolitan Adelaide.

## Differential Rates

In accordance with S153 of the Local Government Act 1999, Council will declare three differential General Rates according to the land use category. The land use categories are as follows:

<b>Group 1</b>	<b>Non-residential Category 2</b>	<b>Non-residential Category 3</b>
Residential	Commercial Shop Industry Light Industry Other Primary Production Vacant Land Other	Commercial Office Commercial Other

Council has considered the principle of rate stability when assessing the rates burden across the above categories. Other considerations were given to the change in capital value across the land use categories and the rates income provided by each.

The application of a Differential General Rate is generally intended to alter the amount payable by particular land uses. In the City of Unley area it has been determined over time that the differentiation between non-residential category 2 and residential is in the order of 2 times and the differentiation between non-residential category 3 and residential is in the order of 2.36 times.

It is estimated that the Residential Differential General Rate will raise net rate revenue in the order of \$30m in 2017-18.

It is estimated that the Non-Residential Differential General Rates will raise net rate revenue in the order of \$8m in 2017-18.

## **Separate Rate for Main Street Trader Associations**

Council proposes to continue to raise a separate rate for the purposes of promotion of the businesses and traders along major shopping strips excluding Glen Osmond Road. Council collects the separate rate and passes the funds collected onto the individual Trader Associations for marketing and promotion purposes.

For the 2017-18 Budget, the amounts indicated in the table below will form part of the proposed Budget. These have been developed in consultation with the four associations and their members and were presented to the Unley Business and Economic Development Committee (UBED) in early April 2017.

### **2017-18 Separate Rate for Trader Associations**

<b>Main Street Trader Associations</b>	<b>Separate Rate raised 2016-17</b>	<b>Separate Rate raised 2017-18</b>	<b>% Increase (Decrease)</b>
Unley Road	\$ 107 700	\$ 107 700	Nil
King William Road	\$ 141 000	\$ 144 500	2.5%
Goodwood Road	\$ 51 500	\$ 51 500	Nil
Fullarton Road	\$ 13 250	\$ 13 000	Nil

The King William Road Traders Association Inc. requested a 2.5% increase on the 2016-17 separate rate amount on the premise that there has not been a change in the separate rate amount over the past few years despite CPI increases in costs over that period.

In 2016-17, Council also adopted a recommendation from UBED to cap the amount any separate rate payer pays at \$2000. It is proposed that this is retained for 2017-18.

#### **Unley Road**

Currently approximately 450 ratepayers with a land use of Commercial Shop, Commercial Office and Commercial Other pay the separate rate.

#### **King William Road**

Currently approximately 130 ratepayers with a land use of Commercial Shop with addresses along King William Road between Greenhill Road and Commercial Road pay the separate rate.

#### **Goodwood Road**

Currently just under 100 ratepayers with a land use of Commercial Shop, Commercial Office and Commercial Other, with addresses along Goodwood Road between Leader Street / Parsons Street to the north and Mitchell Street / Arundel Avenue to the south pay the separate rate.

## **Fullarton Road**

Currently just over 50 ratepayers with a land use of Commercial Shop, Commercial Office and Commercial Other, with addresses along Fullarton Road between Cross Road and Fisher Street pay the separate rate.

Fullarton Road Traders pay a fixed amount of \$250.

## **Natural Resource Management Levy**

The City of Unley falls within the Central Group of the Adelaide and Mount Lofty Ranges Natural Resource Management (NRM) Board. Council is required, under the Natural Resources Management Act, to contribute towards the funding of the NRM Board and operates as a revenue collector for the Board by imposing a levy against properties.

Council has recently been advised by the NRM Board that the indicative amount to be paid to the NRM Board in 2017-18 is \$1.285m compared to \$1.176m in 2016-17. This represents an increase of 9.3%.

Council does not retain this revenue, or determine how the revenue is spent.

## **Expected impact on Ratepayers**

To deliver the outcomes of the Annual Business Plan for 2017-18, the total General Rates Income required is \$38.350m. This equates to an average rate increase of 2.9% plus 0.5% rates growth. Rate growth is defined as added value for new development including improvements to existing properties and change in value as a result of land divisions.

Council will apply the following rates in the dollar to determine the total rate levied against an individual property:

	Residential	Commercial Shop et al	Commercial Office/ Other
	Category One	Category Two	Category Three
2015-16	0.002661	0.005023	0.005988
2016-17	0.002586	0.005101	0.006043
2017-18	0.002540	0.005006	0.005998

Council has chosen to apply a 2.9% increase in rates as evenly as possible across the three categories.

## **Fees and Charges Context**

Section 188 of the Local Government Act 1999 provides the legal context:

- fees and charges are determined by resolution of council either as a direct resolution or by by-law or via delegation
- a council is unable to fix or vary fees or charges prescribed under other Acts
- in respect of fees for the use of facilities, services or works requests a council need not fix fees or charges by reference to the cost of the council
- council is required to keep the list of fees and charges on public display and provide updates where fees and charges are varied during the year.

Council reviews its fees and charges each year, in conjunction with the development of the annual budget. As in previous years, a comprehensive review has been undertaken to ensure that the fees proposed:

- reflect (or move progressively toward) the cost of the services given
- are comparable with market rates, where appropriate
- take into account benefit derived by users of community facilities
- are consistent with Council directions articulated through existing policy or plans
- are consistent with Council's LTFP assumptions

Generally, this has resulted in proposed fee increases that are in line with CPI or the Local Government Price Index, insofar as this is practicable.

## **Conclusion**

The 2017-18 Annual Business Plan and Budget is presented in the context of strategic directions for the City that has been endorsed by Council. The Plan and Budget reflects Council's continuing focus on ensuring that the physical infrastructure of the City is fit for use and maintained in a cost effective fashion.

With implementation of this year's Annual Business Plan and Budget, Council aims to deliver a well-managed, sustainable environment for current and future generations of residents, businesses and other ratepayers.

## **Appendix 1 – 2017-18 Budgeted General Purpose Financial Statements**

**Budgeted Uniform Presentation of Finances**

**Budgeted Statement of Comprehensive Income**

**Budgeted Statement of Financial Position**

**Budgeted Statement of Cash Flows**

**Budgeted Statement of Changes in Equity**

**Budgeted Financial Indicators**

## Proposed Budgeted Uniform Presentation of Finances For the year ended 30 June 2018

	2018	2017
Income	47,245	46,019
Expenses	<u>44,222</u>	<u>43,982</u>
<b>Operating Surplus / (Deficit)</b>	<b>3,023</b>	<b>2,037</b>
<b>Net Outlays on Existing Assets</b>		
Capital Expenditure on Renewal and Replacement of Existing Assets	(7,674)	(9,363)
Depreciation, Amortisation and Impairment	7,122	6,912
Proceeds from Sale of Replaced Assets	<u>229</u>	<u>248</u>
	<b>(323)</b>	<b>(2,203)</b>
<b>Net Outlays on New and Upgraded Assets</b>		
Capital Expenditure on New and Upgraded Assets	(4,225)	(7,375)
Amounts received specifically for New and Upgraded Assets	450	463
Proceeds from Sale of Surplus Assets	<u>645</u>	<u>60</u>
	<b>(3,130)</b>	<b>(6,852)</b>
<b>Net Lending / (Borrowing) for Financial Year</b>	<b>(430)</b>	<b>(7,018)</b>
<b>Net Financial Liabilities at Beginning of Year</b>	<b>(19,813)</b>	<b>(13,041)</b>
Decrease / (increase) in Other	<u>90</u>	<u>246</u>
<b>Net Financial Liabilities at End of Year</b>	<b>(20,153)</b>	<b>(19,813)</b>



**Proposed Budgeted Statement of Comprehensive Income**  
**For the year ended 30 June 2018**

	<b>2018</b>	<b>2017</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>INCOME</b>		
Rates	38,667	37,417
NRM Levy	1,285	1,176
Statutory charges	1,467	1,489
User charges	1,700	1,614
Grants, subsidies and contributions	3,346	3,464
Investment income	12	12
Reimbursements	137	141
Other income	562	609
Operating Projects	70	97
Net gain - joint ventures & associates	-	-
<b>Total Income</b>	<b>47,245</b>	<b>46,019</b>
<b>EXPENSES</b>		
Employee Costs	17,154	17,035
Materials, contracts & other expenses	17,789	17,407
Depreciation, amortisation & impairment	7,122	6,912
Finance costs	656	716
Net loss - joint ventures & associates	90	246
Operating Projects	1,412	1,666
<b>Total Expenses</b>	<b>44,222</b>	<b>43,982</b>
<b>OPERATING SURPLUS / (DEFICIT)</b>	<b>3,023</b>	<b>2,037</b>
Asset disposal & fair value adjustments	39	(26)
Amounts received specifically for new or upgraded assets	450	463
<b>NET SURPLUS / (DEFICIT)</b>	<b>3,512</b>	<b>2,474</b>
Other Comprehensive Income	-	-
<b>Total Other Comprehensive Income</b>	<b>-</b>	<b>-</b>
<b>TOTAL COMPREHENSIVE INCOME</b>	<b>3,512</b>	<b>2,474</b>

**Proposed Budgeted Statement of Financial Position**  
**As at 30 June 2018**

	2018 \$'000	2017 \$'000
<b>ASSETS</b>		
<b>Current Assets</b>		
Cash and cash equivalents	217	217
Trade & other receivables	4,106	4,149
Other financial assets	11	11
<b>Total Current Assets</b>	<b>4,334</b>	<b>4,377</b>
<b>Non Current Assets</b>		
Financial Assets	8	19
Equity accounted investments in Council businesses	10,701	10,791
Infrastructure, Property, Plant & Equipment	573,937	569,995
<b>Total Non-current Assets</b>	<b>584,646</b>	<b>580,805</b>
<b>Total Assets</b>	<b>588,980</b>	<b>585,182</b>
<b>LIABILITIES</b>		
<b>Current Liabilities</b>		
Trade & Other Payables	7,012	7,012
Borrowings - Short Term Draw Down	2,167	2,167
Borrowings Fixed Term	1,018	1,018
Provisions	2,012	2,012
<b>Total Current Liabilities</b>	<b>12,209</b>	<b>12,209</b>
<b>Non-current Liabilities</b>		
Borrowings	11,472	11,186
Provisions	606	606
Other Non-current Liabilities	208	208
<b>Total Non-current Liabilities</b>	<b>12,286</b>	<b>12,000</b>
<b>Total Liabilities</b>	<b>24,495</b>	<b>24,209</b>
<b>NET ASSETS</b>	<b>564,485</b>	<b>560,973</b>
<b>EQUITY</b>		
Accumulated Surplus	137,028	133,516
Asset Revaluation Reserves	427,457	427,457
<b>TOTAL EQUITY</b>	<b>564,485</b>	<b>560,973</b>
<b>NET FINANCIAL LIABILITIES</b>	<b>20,153</b>	<b>19,813</b>

**Proposed Budgeted Cash Flow Statement**  
**For the year ended 30 June 2018**

	<b>2018 \$'000</b>	<b>2017 \$'000</b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
<u>Receipts</u>		
Operating Receipts	47,276	46,030
Investment Receipts	12	11
<u>Payments</u>		
Operating payments to suppliers & employees	(36,354)	(36,107)
Finance Payments	(656)	(716)
<b>Net Cash provided by (or used in) Operating Activities</b>	<b>10,278</b>	<b>9,218</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
<u>Receipts</u>		
Amounts specifically for new or upgraded assets	450	463
Proceeds from Sale of Surplus Assets	645	60
Sale of replaced assets	229	248
Repayments of loans by community groups	11	11
<u>Payments</u>		
Expenditure on renewal/replacement of assets	(7,674)	(9,363)
Expenditure on new/upgraded assets	(4,225)	(7,375)
Loans made to Community Groups	-	-
<b>Net Cash provided by (or used in) Investing Activities</b>	<b>(10,564)</b>	<b>(15,956)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
<u>Receipts</u>		
Proceeds from borrowings	2,840	7,756
<u>Payments</u>		
Repayments of borrowings	(2,554)	(1,018)
<b>Net Cash provided by (or used in) Financing Activities</b>	<b>286</b>	<b>6,738</b>
<b>Net Increase/ (Decrease) in cash held</b>	<b>0</b>	<b>-</b>
Cash & cash equivalents at beginning of period	(1,950)	(1,950)
<b>Cash &amp; cash equivalents at end of period</b>	<b>(1,950)</b>	<b>(1,950)</b>
 Cash & Investments	 217	 217
Short Term Drawdown	(2,167)	(2,167)
	<b>(1,950)</b>	<b>(1,950)</b>

## Proposed Budgeted Statement of Changes in Equity For the year ended 30 June 2018

	Accumulated Surplus \$'000	Asset Revaluation Reserve \$'000	TOTAL EQUITY \$'000
Balance at end of previous reporting period	133,516	427,457	560,973
<b>Net Surplus / (Deficit) for Year</b>	3,512	-	3,512
<b>Other Comprehensive Income</b>			
Gain (Loss) on revaluation of I,PP&E	-	-	-
<b>Balance at end of period</b>	<b>137,028</b>	<b>427,457</b>	<b>564,485</b>

## For the year ended 30 June 2017

	Accumulated Surplus \$'000	Asset Revaluation Reserve \$'000	TOTAL EQUITY \$'000
Balance at end of previous reporting period	131,042	427,457	558,499
<b>Net Surplus / (Deficit) for Year</b>	2,474	-	2,474
<b>Other Comprehensive Income</b>			
Gain (Loss) on revaluation of I,PP&E	-	-	-
Share of OCI - Equity Accounted Council Businesses	-	-	-
<b>Balance at end of period</b>	<b>133,516</b>	<b>427,457</b>	<b>560,973</b>

## **Proposed Budgeted Financial Indicators For the year ended 30 June 2018**

	<b>2018 \$'000</b>
<b>Operating Surplus Ratio (excluding Centennial Park)</b>	<b>6.6%</b>
<b>Operating Surplus Ratio (including Centennial Park)</b>	<b>6.4%</b>
<b>Net Financial Liabilities Ratio</b>	<b>42.7%</b>
<b>Asset Sustainability Ratio - Current Year based on Asset Management Plan Required Expenditure</b>	<b>97%</b>
<b>Asset Sustainability Ratio - Current Year based on Depreciation</b>	<b>105%</b>
<b>Asset Sustainability Ratio - 10 Year Rolling</b>	<b>108%</b>

## Appendix 2 – Budgeted Funding Statement

### Proposed Funding Statement For the year ended 30 June 2018

	2018 \$'000
Operating Income	
Rates	38,350
Other Rates - Special rates	317
NRM Levy	1,285
Statutory Charges	1,467
User Charges	1,700
Grants and Subsidies	3,346
Investment Income	12
Reimbursements	137
Other Income	562
Operating Projects	70
<b>Total Operating Income</b>	<b>47,245</b>
Operating Expenditure	
Employee Costs	17,154
Materials, Contracts & Other Expenditure	17,789
Finance Costs	656
Depreciation, amortisation & impairment	7,122
Operating Projects	1,412
<b>Total Operating Expenditure</b>	<b>44,132</b>
<b>Funding Surplus/(Deficit) before Capital Revenue</b>	<b>3,113</b>
<i>Net Outlays on Existing Assets</i>	
Capital Expenditure on Renewal & Replacement of Existing Assets	(7,674)
Depreciation, Amortisation and Impairment	7,122
Proceeds from Sale of Replaced Assets	229
	(323)
<i>Net Outlays on New &amp; Upgraded Assets</i>	
Capital Expenditure on New & Upgraded Assets	(4,225)
Amounts received specifically for New & Upgraded Assets	450
Proceeds from Sale of Surplus Assets	645
	(3,130)
<b>Funding Result for Financial Year</b>	<b>(340)</b>
<b>Funded By</b>	
New Borrowings	2,840
Working Capital Funding	43
Community Loans Repaid	11
New Loans to Community Groups	0
Borrowing Repayments	(2,554)
<b>Total Funding</b>	<b>340</b>

## Appendix 3 – Budget Framework and Financial Summary

### City of Unley 2017-18 Budget

The income and expenditure forecasts reflected in the proposed Annual Business Plan and Budget for the financial year ending 30 June 2018, have been set at a level of aggregation that meets statutory requirements and provides accountability to the community to achieve the Council's goals and objectives within an appropriate policy framework.

### 2017-18 Budget Framework

This Budget Framework formalises changes (from an outcome and financial perspective) in respect to the approved Annual Business Plan and Budget as a result of responding in a timely manner to opportunities, emergencies or other events unforeseen at the time of setting the budget.

For **Core Operating Services**, the Operating Budget has been adopted by reference to total operating revenue and expenditure as referenced in **Appendix 1 Uniform Presentation of Finances**

Council approval will be required where total operating expenditure varies from its approved budget.

#### **Operating Projects**

For Operating Projects, an appropriate dollar amount has been determined to achieve specified outcomes. These Operating Projects including programs have been developed in consultation with Council. The individual project listing has been included as **Appendix 4** of this document.

Council approval will be required where a change in individual project expenditure is required unless the projects are linked to an identical outcome and delivered by the same budget program. For these projects a reallocation between projects can be undertaken without the need for separate Council approval.

In addition, where a Project has been approved in total by Council and the Project is allocated further to sub projects to assist in financial management or delivery of outcomes, the budget can be reallocated across sub projects without requiring approval of Council. However Council approval will be required to increase or reduce the overall budget previously approved by Council.

Where a new Operating Project is to be considered or an existing Operating Project deferred, this will require approval by Council.

### **New Capital Works**

For New Capital Works Projects, an appropriate dollar amount has been determined for the list of priority projects developed in consultation with Council. The individual project listing has been included as **Appendix 5** of this document.

Where changes to the individual New Capital project expenditure budget is necessary, Council approval is required. Further, where a new project is to be considered or an existing project deferred, this will also require approval by Council.

The Main Street Improvement Program is included in New Capital in total but individual projects are separately approved by Council upon a recommendation from the Unley Business and Economic Development Committee. As such, any change to the budget of individual approved Main Street Improvement Projects or deferral or new projects will require Council approval.

### **Capital Replacement**

These programs and the list of priority projects have been developed by reference to Councils' Asset Management Plans based on condition, levels of service and Council's ongoing commitment to operate and maintain its asset portfolio efficiently to both meet strategic and legislative requirements.

For the Capital Replacement Program, an appropriate dollar amount has been determined for each Asset Category. Where changes to the relevant Asset Category expenditure budget is necessary, Council approval is required.

The individual program summary for Capital Replacement has been included as **Appendix 6** of the Budget Document.

### **Grant Funding**

When grant funding is received for a strategically aligned project or undertaking with equivalent income and expenditure, the budget can be adjusted to account for the grant and the associated expenditure relating to that grant without the need for separate Council approval.

In situations where grant funding requires matching funding from Council, this represents an increase in net expenditure and Council approval is required.

### **Accounting Reclassification**

Where a project requires reclassification between the Operating and Capital Budget to better reflect requirements in relation to accounting principles the reclassification will occur when reasonably practical and the relevant detail provided to Council at the following Budget Review.

It is noted that these transfers between the Operating and Capital sections of the Budget have no cash impact on the overall budget of the City of Unley.



## Financial Summary

	<b>Core Operating Budget</b>	<b>Net Operating Projects</b>	<b>Net New Capital</b>	<b>Net Capital Replacement</b>
	\$ 000s	\$ 000s	\$ 000s	\$ 000s
Income	47 175	70	450	229
Expenditure	42 720	1 412	4 225	7 674
<b>Net Surplus/(Net Expenditure)</b>	<b>4 455</b>	<b>(1 342)</b>	<b>(3 775 )</b>	<b>(7 445)</b>

Expenditure Totals do not include the Net loss – joint ventures and associates of \$90k

## Proposed Operating Budget by Program

Budget Program	Program Description	2017-18		
		Operating Income \$000s	Operating Expenditure \$000s	Expenditure / (Revenue) \$000s
City Development Management	Provides general management, executive support and leadership to the services provided by City Development and to Elected Members	-	475	475
Operational Services	Provides maintenance services to Council's infrastructure, property, open space, street and park trees, plant and equipment assets	1,137	11,553	10,416
Property Services	Provides sustainable strategic management of Council's building and property asset portfolio	384	3,190	2,806
Strategic Asset Management	Provides sustainable strategic management of Council's asset portfolio	-	559	559
Waste Management	Collection and disposal of general waste, kerbside recycling, green waste and the hard rubbish collection service	81	3,657	3,576
Environmental Initiatives	Drive improved environmental sustainability through policies, strategies, programs and projects.	-	122	122
Transportation & Traffic	Coordination, administration and support to provide an effective, safe and equitable management of transport spaces for all modes, ratepayers and visitors to improve local accessibility and safety	51	575	524
Urban Design	Development and management of high quality public realm and open space. Coordination, administration and support to provide an effective, safe and equitable management of movement spaces for all modes, ratepayers and visitors to improve local accessibility and safety	-	272	272
Urban Policy Planning	Investigate and prepare Council planning strategy, policy and Development Plan Amendments and review State Government strategic, policy and operations directions	-	225	225
City Services Management	Provide general management, executive support and leadership on the services and programs provided by City Services and to Elected Members	-	542	542
Active Ageing	Coordination, administration and support for community based services and projects aimed at facilitating independence and promoting social inclusion	1,378	1,569	191
Arts & Cultural Development	Provision of Art and Cultural Development programs to support a vibrant and active community	5	142	137
Community Bus Program	A community transport service within the City of Unley provided by fully trained and accredited volunteer drivers, aimed at improving mobility plus connection to more City Services	20	125	105
Community Centres	Management and provision of a thriving network of Community Centres that promote social inclusion, belonging and connection	356	813	457
Community Development & Wellbeing Management	Provide management, support and leadership of the projects, programs and services provided by the Community Development & Wellbeing Team.	-	235	235
Community Grants	Funding for community organisations, groups and individuals to implement programs and initiatives that promote community connectivity, belonging, participation and cultural diversity	-	124	124

Budget Program	Program Description	2017-18		
		Operating Income \$000s	Operating Expenditure \$000s	Expenditure / (Revenue) \$000s
Community Events	Efficient and effective coordination of Council-run community and cultural events and activities, as well as the successful facilitation and attraction of external events into the City of Unley to encourage place activation, cultural celebration & vibrancy	-	179	179
Recreation & Sport Planning	Supporting a healthy and active community through the provision of structured and unstructured recreation, sport and leisure programs and facilities	-	115	115
Unley Swimming Centre	Provision of a premier outdoor swimming facility, encouraging community health, wellbeing and water safety	774	1,007	233
Volunteer Development	Coordination, administration and support for community based volunteer services and projects.		113	113
Youth Development	Engage and empower young people in the community by identifying, developing and providing activities, programs and events		92	92
Animal Management	Promote community safety through education, awareness and compliance with the legislation relating the <i>Dog and Cat Management Act</i> and <i>Local Government Act</i>	176	244	68
Development Services	Planning and building control within the City in accordance with the <i>Development Act</i> and Regulations and other legislative requirements	369	1,750	1,381
Parking Enforcement	Promote community safety through education, awareness and compliance with the legislation relating to the Road Traffic Act and <i>Local Government Act</i> and Council By Laws	881	599	(282)
Public & Environmental Health	Promote community health and safety through education, awareness and compliance with the legislation relating to the <i>Environment and Protection Act</i> and the <i>Local Government Act</i>	37	428	391
Customer Experience	Coordinate and manage the City of Unley brand through customer service, provision of frontline customer service plus resolve customer enquiries and build goodwill within the City of Unley community	12	634	622
Library Services	Provision of Library services, programs and facilities to encourage literacy, lifelong learning and social inclusion and connection	352	2,085	1,733
Unley Museum	Provision of the Unley Museum to showcase the cultural heritage and history of the area through the provision of collection, exhibitions and programs	5	133	128
Office of the CEO	Organise and manage the good governance of the City of Unley, including support for Elected Members and Civic Functions	306	1,055	749
Economic Development	Manage the implementation, monitoring and evaluation of economic development activities and strategic initiatives within the City of Unley	325	586	261
Strategic Projects	Facilitating delivery of major strategic initiatives from 4 Year Delivery Plan and Community Plan		139	139
Governance & Risk	Undertakes administration of legislative and corporate governance requirements, and maintains robust controls through risk management and internal audit oversight	3	942	939
Marketing & Communications	Coordinate and manage the City of Unley reputation and brand in digital and printed communications and media relations	12	484	472

		<b>2017-18</b>		
<b>Budget Program</b>	<b>Program Description</b>	<b>Operating Income \$000s</b>	<b>Operating Expenditure \$000s</b>	<b>Expenditure / (Revenue) \$000s</b>
Business Support & Improvement	Provides general management, executive support and leadership to the services provided by Business Support & Improvement Division and supports Elected Members	-	502	502
Business Systems & Solutions	Manages and maintains Council's Information Communication Technology infrastructure, applications and supporting systems to provide high levels of secure service that supports business operations and performance	-	1,759	1,759
Corporate Activities	The accumulation of corporate costs including leave on-costs, treasury management, levy and taxes and insurances	2,080	3,088	1,008
Culture & Business Capability	This service supports the continuous improvement of overall business capability focused on the provision of 'best value' services to customers. Critical to improved business capability and customer experience is having the best organisational culture possible	-	324	324
Finance & Procurement	Delivers accounting, financial, procurement and treasury management services required to support Council's operations, including statutory and financial reporting obligations	38,430	1,348	(37,082)
Human Resources	Provides support in recruitment, change management, employee relations, injury management, Occupational Health Safety and Welfare	-	937	937
<b>Total</b>		<b>47,175</b>	<b>42,720</b>	<b>(4,455)</b>

## Appendix 4 – 2017-18 Proposed New Operating Projects

No	Title	Net Expenditure \$	Future Maintenance \$ per annum	Community Living Outcome	Economic Prosperity Outcome	Environmental Stewardship Outcome	Civic Leadership Outcome
1	2017-18 Trader Event Sponsorship	54 750		X	X		
2	Unley Gourmet Gala and Tour Down Under (Net)	266 000		X	X		
3	Community Events Program	120 000		X	X		
4	Active Ageing	20 000		X			
5	Healthy Community Program	20 000	500	X	X		
6	Investigate enhancement of Ridge Park & Orphanage Park for sports use	20 000		X			
7	Implementation of City Wide Park Tree Risk Assessment Audits	30 000		X		X	
8	Reactive Footway Maintenance – increased level of service	150 000		X			
9	LATM Study – Parkside & Fullarton Year 1	40 000		X		X	
10	Parking Initiatives	130 000		X	X	X	
11	Royal Show Traffic Management Support	20 400		X			
12	Closure of King William Road on Sundays	41 000		X	X		
13	Business Concierge	50 000			X		
14	City Wide Greening/ Verges	30 000	3 000	X		X	
15	2 <sup>nd</sup> Generation Street tree renewal	75 000	5 000	X		X	
16	Fruit trees in parks	5 000	500			X	
17	Street Tree Water Wells	50 000	2 000			X	
18	Review of services using a Target Operating Model	120 000					X
19	Water Sensitive Urban Design (WSUD) Initiatives	50 000	3 000			X	
20	Street Lighting Infrastructure Alternative Lighting Solution Project	50,000					
	<b>Net New Operating Projects</b>	<b>\$1 342 150</b>	<b>\$ 14 000</b>				

## Proposed New Operating Projects - Detail

	Title	Net Expenditure \$
<b>4 Year Plan Elected Member Priorities</b>		
<b>1</b>	<p>2017-18 Trader Event Sponsorship</p> <p>The provision of financial support to Trader Associations in order to stage events based on the following:</p> <ul style="list-style-type: none"> <li>• Unley Road Traders Association \$20,000 Evening Under the Stars (Feb 18)</li> <li>• King William Traders Association \$34,750 for 7 street-wide/community special events and activation and indicatively includes Variety on King William, Adelaide Fashion Festival Parade, Halloween on King William, Outdoor Cinema and Tasting Australia</li> </ul> <p>Goodwood Road Business Association propose a carry forward from 2016-17 to contribute to the Goodwood Road Launch in October 2017.</p>	54 750
<b>2</b>	<p>Unley Gourmet Gala and Tour Down Under – net (Expenditure \$336,000 Income \$70,000)</p> <p>The continued staging of Council's Unley Gourmet Gala and the Tour Down Under event in 2017-18 building on previous years' success. The hosting of a TDU Stage is dependent on a stage being granted by SA Tourism Commission. The 2017-18 expenditure amount includes traffic and communication costs.</p>	266 000
<b>3</b>	<p>2017-18 Community Events Program</p> <p>The delivery of the City of Unley community events program; it includes events such as the Double Shot Coffee Fiesta (Nov 17); Ignite Unley Outdoor Cinema Program (Dec 17); Australia Day event; (Jan 18); Fringe in Unley (Mar 18); Every Generation Festival (Oct 17) as well as event attraction, support, promotion and storage.</p>	120 000
<b>4</b>	<p>Active Ageing</p> <p>Delivery of initiatives relating to Council's Age Friendly Strategy endorsed in December 2015 and informed by research undertaken in 2016-17. As well as the continuation of existing initiatives, the proposed 2017-18 program includes:</p> <ul style="list-style-type: none"> <li>• Development of a City Wide Volunteers database &amp; support &amp; training to community groups and clubs managing volunteers;</li> <li>• Development of an Age Friendly Retail Recognition Program and</li> <li>• Delivery of intergenerational school's partnering program</li> </ul>	20 000
<b>5</b>	<p>Healthy Community Program</p> <p>This program commenced in 2015-16. Year 3 of this program includes a number of healthy living and wellbeing initiatives throughout the financial year, including continuation of the monthly activities calendar in our parks and other facilities, supporting community events and other activities that encourage physical activity and healthy lifestyles, links to and involvement of local allied health providers and ongoing promotion of the program brand to</p>	20 000

	<b>Title</b>	<b>Net Expenditure \$</b>
	encourage the community to get active in Unley.	
<b>6</b>	<p>Investigate the enhancement of Ridge Park and Orphanage Park for sports use</p> <p>This project is to undertake a needs based assessment and analysis of spatial areas for appropriate sports use in the two areas to inform the appropriate infrastructure investment type. Stakeholder engagement with clubs and residents will also be undertaken as part of the process.</p>	20 000
<b>7</b>	<p>Implementation of City Wide Park Tree Risk Assessment Audits</p> <p>This project is to undertake tree risk assessments in the following reserves: Fullarton Park, Goodwood Oval/Reserve and Forestville Reserves as well as the implementation of actions from these audits.</p>	30 000
<b>8</b>	<p>Reactive Footway Maintenance – increased level of service</p> <p>This initiative will provide for the ongoing additional funding required to implement Council’s agreed higher level of service for ongoing reactive footpath maintenance.</p>	150 000
<b>9</b>	<p>LATM Study – Parkside &amp; Fullarton Year 1</p> <p>The proposed project is to complete a Local Area Traffic Management Study (LATM 2) over two years (2017-18 and 2018-19) for the area bounded by Greenhill Road, Unley Road, Wattle Street and Fullarton/Glen Osmond Roads. The study will enable a holistic assessment and treatment prioritisation of traffic, parking and road safety issues for the areas. The outcome is an assessment report outlining appropriate treatments for subsequent infrastructure implementation. The project will be completed in 2018-19.</p>	40 000
<b>10</b>	<p>Parking Initiatives</p> <p>This initiative includes a number of activities aimed at improving parking across the City, including increasing parking accessibility and visibility in the vicinity of main street precincts, delivering outcomes from the Unley Integrated Transport Strategy and reducing unnecessary parking restriction signs.</p>	130 000
<b>11</b>	<p>Royal Show Traffic Management Support</p> <p>This is the second year of three year funding agreement that Council has negotiated with Royal Agricultural and Horticulture Society as a contribution towards traffic management costs during the show period. Council’s contribution increases by CPI each year.</p>	20 400

	<b>Title</b>	<b>Net Expenditure \$</b>
<b>12</b>	<p>Closing of King William Road on Sundays.</p> <p>To support economic growth, community participation and visitors, this initiative provides for the closure of King William Road on Sundays during the warmer months of the year for the purpose of allowing on-street dining, trade and entertainment. The budget relates only to street closure costs.</p>	41 000
<b>13</b>	<p>Business Concierge</p> <p>This initiative proposes a multi-stage program with the objective to increase self-service options for business customers and improve access to information for businesses (new and existing). The project is proposed to be undertaken over a two year period.</p>	50 000
<b>14</b>	<p>City Wide Greening / Verges</p> <p>Implementation of identified streetscape opportunities within the City of Unley that can value add or improve the greening of the streetscape for both amenity and environmental benefits including the conversion of verges from dolomite to loam to be planted and maintained by residents.</p>	30 000
<b>15</b>	<p>Second Generation Street Tree Implementation (Year 3 of ongoing program)</p> <p>This initiative forms part of Council's endorsed Environmental Sustainability Strategy and Tree Strategy to increase the level of street tree replacement to a more sustainable level. The project covers the removal and replacement of existing street trees to ensure the City maintains its tree canopy cover</p>	75 000
<b>16</b>	<p>Community fruit trees in parks (Year 3 of 3)</p> <p>This project continues a program operating over the last couple of years to allow Council to progressively increase the number of fruit trees throughout the City in public places thus supporting Council's Tree Strategy. It is proposed that Orphanage Park be the location for 2017-18.</p>	5 000
<b>17</b>	<p>Street Tree Water Well Program</p> <p>This is Year 4 of a program forming part of the Environmental Sustainability Strategy to install tree water wells in appropriate streets to assist in providing water to street trees. Tree wells are installed in verges aligned to the Second Generation Tree Program and other verges where Council is planting trees. The initiative does not include the planting of trees.</p>	50 000
<b>18</b>	<p>Implementation of Council's Target Operating Model (TOM)</p> <p>The TOM is an approach of how an organisation can be best organised to more efficiently and effectively deliver and execute its strategy. It will provide Council with a structured approach to understanding and reviewing existing services in detail, to identify the optimum, sustainable balance of service provision. Stage One will include the development of business principles to be applied, detail data collection and analysis of existing services and understanding how they are delivered.</p>	120 000



	<b>Title</b>	<b>Net Expenditure \$</b>
<b>19</b>	<b>Water Sensitive Urban Design (WSUD) Initiatives</b> Year 3 of a program to support Council's Environmental Sustainability Strategy to assist in maintaining and enhancing our urban environment as well as strengthening our resilience to climate change. This project will continue the planning and implementation of some of the priority opportunities for tree health and water management. This may include WSUD permeable pavers at Macklin Ave renewal project and minor modifications to Halmon Ave verge gardens. It is likely that Council will continue to receive external grants to leverage this funding.	50 000
<b>20</b>	<b>Street Lighting Alternative Lighting Solution Infrastructure Project</b> Investigate replacing street lights across the City with LED in partnership with Campbelltown Council and any other interested councils, as well as introducing smart city concepts associated with lighting in key precincts of the City. The objective of the project is to investigate an alternative lighting solution for Council that will lead to the realisation of a combination of benefits covering improved environmental outcomes, reduced lighting costs and improved service levels.	50 000
	<b>Net Operating Projects</b>	<b>\$1 342 150</b>

## Appendix 5 – 2017-18 Proposed New Capital

No	Title	Net Expenditure \$	Future Maintenance \$ per annum	Community Living Outcome	Economic Prosperity Outcome	Environmental Stewardship Outcome	Civic Leadership Outcome
	<b>4 Year Delivery Plan Elected Member Priorities</b>						
<b>1</b>	Nairne Terrace, Goodwood	30 000	500	<b>X</b>			
<b>2</b>	LATM Implementation (Unley, Goodwood & Wayville)	135 000	10 000	<b>X</b>			
<b>3</b>	Unley Oval Grandstand Upgrade Design	300 000		<b>X</b>			
<b>4</b>	Walking / Cycling Plan (Year 2)	285 000	15 000	<b>X</b>		<b>X</b>	
<b>5</b>	Goodwood Oval Facilities	250 000		<b>X</b>			
<b>6</b>	Goodwood Oval & Millswood Sporting Complex Improvement Plan - Design	200 000		<b>X</b>			
<b>8</b>	Public Art Strategy Implementation	60 000	1 000	<b>X</b>			
<b>9</b>	King William Road Streetscape – Engagement & Design	300 000		<b>X</b>	<b>X</b>	<b>X</b>	
<b>10</b>	Main Street Improvement Fund	200 000	2 000		<b>X</b>		
<b>11</b>	Brown Hill Keswick Creek	1 713 000	27 000			<b>X</b>	
<b>12</b>	Digital Services Program (technology for communication, systems and engagement)	55 000					<b>X</b>
<b>13</b>	Capitalised Project Delivery Costs including Overheads	232 000					<b>X</b>
<b>14</b>	Clarence Park Community Centre Building Works Contribution	15 000	500	<b>X</b>			
	<b>Net New Capital</b>	<b>3 775 000</b>	<b>56 000</b>				

Further details of these projects are provided in the following pages.

	<b>Title</b>	<b>Net Expenditure \$</b>
<b>4 Year Delivery Plan Elected Members Priorities</b>		
<b>1</b>	<p>Nairne Terrace Goodwood</p> <p>To develop and implement a shared street concept for Nairne Terrace between Leader Street and Nichols Street Goodwood in conjunction with the 2017-18 footpath and kerb and watertable capital renewal works (separately budgeted). Grant funding from DPTI will be sought for this project.</p>	30 000
<b>2</b>	<p>Local Area Traffic Management Implementation (Unley, Goodwood, Wayville)</p> <p>To continue the implementation of the LATM (Unley, Wayville and Goodwood areas) recommendations as endorsed by Council in September 2016. Year 2 involves undertaking the medium priority works identified based on local safety issues and improvements for road users as follows:</p> <ul style="list-style-type: none"> <li>• Wayville – Bartley Crescent intersection with Greenhill Road</li> <li>• Goodwood – Hardy Street/Albert Street and Weller Street/Albert Street intersections</li> <li>• Unley – Palmerston Road, Roberts Street and Salisbury Street intersections with Hughes Street</li> </ul>	135 000
<b>3</b>	<p>Unley Oval Grandstand Upgrade Design</p> <p>The preparation of detailed designs for an upgrade of the existing grandstands to allow the project to be “shovel ready” for future funding opportunities. As this project is only partly funded by Council, construction will not commence until required external funding contributions are confirmed.</p>	300 000
<b>4</b>	<p>Walking &amp; Cycling Plan (WCP) Year 2 Initiatives</p> <p>To continue the implementation of Council’s WCP initiatives with proposed Year 2 Projects being as follows:</p> <ul style="list-style-type: none"> <li>• Weller Street ‘Bike Boulevard’</li> <li>• Rugby/Porter Street Stage 2 works being a continuation of improvements along this corridor. (Rugby Street intersections with Fisher Street, Wattle Street, Marlborough Street and Oxford Terrace)</li> </ul> <p>The Stage 2 works are subject to DPTI co funding</p>	285 000
<b>5</b>	<p>Goodwood Oval Facilities - Net (Expenditure \$700,000 Income \$450,000)</p> <p>Completion of design work and construction of a new toilet and shower room facilities including the removal and relocation of the public toilets into a new separately located facility. This project will only proceed if the State Government and clubs contribute \$450k in funding.</p>	250 000

	<b>Title</b>	<b>Net Expenditure \$</b>
<b>6</b>	<p><b>Goodwood Oval &amp; Millswood Sporting Complex Improvement Plan Designs</b></p> <p>The development of designs for upgrades at the Goodwood Oval and Millswood Sporting Complex to achieve a 'shovel ready' project, inform future Council funding, and enable Council to apply for external grant funding. Council is only making a part contribution to the project and construction will not go ahead unless external funding is confirmed.</p>	200 000
<b>8</b>	<p><b>Public Art Strategy Implementation</b></p> <p>This program supports Year 4 (of 5) of the Public Arts Strategy and includes:</p> <ul style="list-style-type: none"> <li>• Arts in Your Face (public art grants) - \$50,000</li> <li>• Emerging Art Walls Year 2 -\$5,000</li> <li>• Documentation for Water Tanks Exhibition - \$5,000</li> <li>• Scoping for Year 5 "Centrepiece" Plan - no additional cost</li> </ul>	60 000
<b>9</b>	<p><b>King William Road Streetscape Engagement &amp; Design</b></p> <p>King William Road is an iconic destination in Unley. The precinct is in need of an upgrade and refresh to ensure its premium status continues. This project is to engage with the local community, businesses and visitors to identify a detail design. This project will not progress to construction until a detail design solution is agreed and endorsed by Council.</p>	300 000
<b>10</b>	<p><b>Main Street Improvement Program</b></p> <p>This funding allocation is for infrastructure improvement projects for the four main street precincts. (King William, Unley, Goodwood and Fullarton Roads)</p>	200 000
<b>11</b>	<p><b>Brown Hill Keswick Creek (BHKC)</b></p> <p>The City of Unley together with the Cities of Burnside, Mitcham, West Torrens and the Corporation of the City of Adelaide have collaborated to develop a catchment based approach to mitigating flood risk and use of stormwater where feasible in the Brown Hill and Keswick Creek catchment.</p> <p>Council's contribution to the BHKC Project for 2017-18 is estimated at \$1.7m with proposed works relating to the construction of a wetland in Victoria Park, rehabilitation along priority stretches of the creek channel and the forming of a regional subsidiary.</p>	1 713 000
<b>11</b>	<p><b>Digital Services Program (technology for communication, systems and engagement)</b></p> <p>Stage 1 of the Digital Services program (2016-2018) seeks to enhance and modernise existing online functionality and add new delivery and self-help functions including:</p> <ul style="list-style-type: none"> <li>• Unley Online providing improved customer interface and functionality</li> <li>• Public web mapping</li> <li>• Customer service web chat</li> </ul>	55 000

	<b>Title</b>	<b>Net Expenditure \$</b>
<b>12</b>	Capitalised Project Delivery Costs including Overheads These are internal project management costs to deliver the projects listed.	232 000
<b>13</b>	Clarence Park Community Centre Building Works Contribution Council co-funding contribution sought by Clarence Park Community Centre to extend a sheltered area and outside workshop structure which can be used by the T.O.Y.S/Mens Shed and other centre users for events and programs.	15 000
	<b>New Capital</b>	<b>\$3 775 000</b>

## Appendix 6 - 2017-18 Proposed Capital Renewal Program by Asset Class

Asset Category	Expenditure \$	Income \$
Bridges	100 000	
Bus Shelters	66 000	
Car Parks	44 000	
Drains and Stormwater	872 000	
Footways	1 041 000	
IT Equipment	750 000	
Kerb and Water table	438 000	
Plant and Equipment	1 084 000	229 000
Property including: <ul style="list-style-type: none"> <li>• Buildings</li> <li>• Public Toilets</li> <li>• Swimming Facility</li> <li>• Office Furniture and Equipment</li> </ul>	873 000	
Reserves / Recreation and Open Space	493 000	
Roads	1 127 000	
Signs	16 000	
Street lighting	25 000	
Streetscape	110 000	
Traffic Facilities	27 000	
Project Delivery Costs including Corporate Overhead	608 000	
<b>Total</b>	<b>7 674 000</b>	<b>229 000</b>
<b>Net Capital Renewal Program</b>	<b>7 445 000</b>	

<b>BRIDGES</b>		
<b>Location</b>	<b>Comment</b>	
Bridge/Footbridge	Renewal works required to repair defects on existing structures following the condition audit.	
Bridge inspections	Condition audit.	
<b>Total</b>		<b>\$ 100 000</b>

<b>BUS SHELTERS</b>	
<b>Compliance &amp; Seating</b>	
Replace bus shelters – King William Road, at Stop 2 on the way into the City.	
Program to replace plastic tactile indicators with concrete insert tactiles.	
Program to replace old seating with age friendly seating at bus stops.	
<b>Total</b>	<b>\$ 66 000</b>

<b>CARPARKS</b>		
<b>Site</b>	<b>Comment</b>	
Fullarton Park Community Centre	Renewal of main car park and driveway	
<b>Total</b>		<b>\$ 44 000</b>

<b>DRAINS AND STORMWATER</b>	
Glen Osmond Road / Fullarton Road Fullarton diversion.	
Macklin Avenue Parkside Drainage.	
Kenilworth Drain Parkside Stage 2.	
<b>Total</b>	<b>\$ 872 000</b>

FOOTWAYS			
Street Name	Side of street	Suburb	Ward
Eglington Avenue	both	Black Forest	Clarence Park
Hill Court	both	Black Forest	Clarence Park
Winfred Avenue	both	Black Forest	Clarence Park
Greville Street	both	Fullarton	Fullarton
White Avenue	both	Fullarton	Fullarton
Wycliff Avenue	both	Fullarton	Fullarton
Burnham Avenue	both	Myrtle Bank	Fullarton
Grove Avenue	both	Everard Park	Goodwood
Aroha Terrace (Foster to Newman)	south	Forestville	Goodwood
Aroha Terrace (Newman to Victoria)	south	Forestville	Goodwood
Charles Street	both	Forestville	Goodwood
Nairne Terrace (Shared Zone)	west	Forestville	Goodwood
Newman Street	both	Forestville	Goodwood
Florence Street (Ada to Dead End)	both	Goodwood	Goodwood
Harvey Street	both	Goodwood	Goodwood
Myra Street	both	Parkside	Parkside
Nelly Street	both	Parkside	Parkside
Pine Street	both	Parkside	Parkside
St Helen Street	both	Parkside	Parkside
Mornington Road	west	Unley	Unley
Caroona Street	east	Hyde Park	Unley Park
Hague Avenue	both	Hyde Park	Unley Park
Mann Street	both	Hyde Park	Unley Park
Alexander Avenue	west	Millswood	Unley Park
Vardon Terrace	west	Millswood	Unley Park
Nanthea Terrace North (Northgate to Cedar)	north	Unley Park	Unley Park



Nanthea Terrace North (Cedar to Rutland)	north	Unley Park	Unley Park
Nanthea Terrace South (Glen to Cross)	north	Unley Park	Unley Park
<b>Total</b>			<b>\$1 041 000</b>

For footpaths forming part of the footways asset category, Council has endorsed an asset management plan schedule to replace all asphalt to pavers based on current service standards. Based on the LTFP it is anticipated that the City of Unley will be fully paved by June 2019.

<b>IT EQUIPMENT</b>	
Computer hardware (including server room upgrade), software (including Records Management System Upgrade, telephone system and Infringements) and other ICT Equipment	
<b>Total</b>	<b>\$ 750 000</b>

<b>KERB AND WATER TABLE</b>	
Railway Terrace, Goodwood (North & South) – full length as required	
North Terrace, Highgate - full length, both sides as required	
Nichols Street, Forestville - full length, both sides as required	
West Terrace, Highgate - full length, both sides as required	
Nelson Street, Fullarton - both sides as required	
Macklin Street , Parkside – central spoon drain	
Roads on the renewal program will have either kerb or water tables replaced	
<b>Total</b>	<b>\$ 438 000</b>

<b>PLANT &amp; EQUIPMENT</b>			
	<b>Gross \$</b>	<b>Income \$</b>	<b>Net \$</b>
Small Plant	30 000	-	30 000
Light Fleet	189 000	82 000	107 000
Major Plant	865 000	147 000	718 000
<b>Total</b>	<b>\$1 084 000</b>	<b>\$229 000</b>	<b>\$855 000</b>

Plant items include:

Water Truck	Community Services handyman van	Chipper truck
Flocon (bitumen truck)	Kubota mower	Tandem Axle trailer
Road Sweeper	Change-over of 5 light fleet vehicles	

PROPERTY		
Property Classification	Facilities	Cost \$
Civic Community	Civic/Town Hall Community Centres Museum Libraries Swimming Centre	244 000
Civic Operations	Depot Public Toilets Grandstands/Oval	5 000
Civic Operations : other	Mount Osmond Landfill Site	36 000
Lease Commercial	73 King William Rd	30 000
Lease Community	Unley Park Sports Club Sturt Bowling Club Goodwood Community Centre Goodwood Oval Precinct 39 Oxford Terrace, Unley	265 000
Multi Category works		260 000
Office Equipment		33 000
<b>Total</b>		<b>\$873 000</b>

Property includes the categories of Buildings, Office Furniture and Equipment, Public Toilets and Swimming Facility.

RESERVES / RECREATION AND OPEN SPACES	
Location	Description
Heywood Park	Play equipment renewal & upgrade
Scammell Reserve	Park fencing Park furniture Park lighting renewal
Soutar Park	Irrigation renewal
Windsor St (shared path)	Lighting renewal and upgrade
Various Parks	Bin surrounds, fencing, seats, signage, paths, lighting, soft fall and other minor items
Various Parks	Back flow prevention devices (compliance)
Various	Street furniture renewal and upgrade
<b>Total</b>	<b>\$493 000</b>

ROADS			
Street	From	To	Suburb
Kenilworth Road	Glen Osmond Road	Dudley Street	Parkside
Grace Street	Weller Street	King William Road	Goodwood
Macklin Street	Kenilworth Road	Davey Street	Parkside
Weller Street	Albert Street	Mitchell Street	Goodwood
Wood Street	Mitchell Street	Northgate Street	Millswood
King William Road	Various	Continuing the program of localised pavement reconstruction to patch priority defect areas	Unley
Crack sealing various roads	Various	Maintenance patching to localised defects	
<b>Total</b>			<b>\$ 1 127 000</b>

SIGNS	
Replacement and renewal of signage across the City.	
<b>Total</b>	<b>\$ 16 000</b>

STREET LIGHTING	
Replacement and renewal of lights across the City.	
<b>Total</b>	<b>\$ 25 000</b>

STREETSCAPE	
Replacement and renewal of streetscape across the City.	
Key locations include:	
Young Street, Unley (Palmerston to Roberts)	
Laught Avenue, Black Forest	
Moore Street, Fullarton	
Dunks Street, Parkside	
Way Avenue, Myrtle Bank	
Ripon Road, Black Forest	
Young Street, Parkside (Porter to George)	
Charles Street, Forestville (Nichols to Leader)	
<b>Total</b>	<b>\$ 110 000</b>

TRAFFIC FACILITIES	
Replacement and renewal of traffic management infrastructure.	
Total	\$ 27 000

PROJECT MANAGEMENT & DELIVERY COSTS (INCLUDING CORPORATE OVERHEAD)	
Project Delivery	
Total	\$ 608 000

## Appendix 7 – Rates Assistance Available

### *Rebate of Rates – Under Sections 159-165 of the Local Government Act 1999*

A rebate of rates in respect of any rateable land in the Council area will be available only when the applicant satisfies the requirements under the Act.

### **Discretionary Rebate of Rates – Under Section 166 of the Local Government Act 1999**

In February 2017, Council endorsed a revised Rate Rebate Policy with a key principle that all ratepayers should contribute an amount towards basic service provision. As such the new Policy proposes a maximum discretionary rebate of 75%.

Applications for discretionary rebates for the 2017-18 rating year will need to be received by 1 May 2017 to be considered in accordance with the statutory provisions of Section 166 of the Local Government Act 1999. Further information should be obtained from Council's Rate Rebate Policy.

### **State Government Pensioner and Seniors Concessions**

The State Government previously funded concessions on Council rates but abolished such concessions with effect from 30 June 2015.

From 1 July 2015, the State Government has elected to replace these concessions with a single "cost-of-living payment" provided directly to those entitled. This payment may be used for any purpose, including offsetting Council rates.

To check eligibility, contact the Department for Communities and Social Inclusion (DCSI) Concessions Hotline 1800 307 758 or at [www.sa.gov.au/](http://www.sa.gov.au/)

### **Alternative Payment Arrangements**

Any ratepayer who may, or is likely to, experience difficulty with meeting the standard rate payment arrangements should contact the Council to discuss options for alternative payment arrangements. Such enquiries are treated confidentially and are assessed on a case-by-case scenario.

### **Postponement of Rates in Cases of Hardship**

In accordance with Section 182 of the Act, a postponement of rates may be granted if Council is satisfied that the payment of these rates would cause hardship. Council may, on application and subject to the ratepayer substantiating the hardship, consider granting a postponement of payment of rates in respect of an assessment on the condition that the ratepayer agrees to pay interest in the amount affected by the postponement at the cash advance debenture rate calculated monthly and if the ratepayer satisfies the following criteria:

- The property is the principal residence of the ratepayer and is the only property owned by the ratepayer, and
- The property has been owned by the ratepayer and has been their principal residence for more than five years, and

- The ratepayer is able to produce one of the following identification cards
  - Pensioner Concession Card – Centrelink
  - Pensioner Concession Card – Veterans Affairs
  - TPI Card – Veterans Affairs, or
- Can demonstrate to Council they are a self-funded retiree with a household income of less than \$30 000 per year.

All applications for postponement of rates will be assessed on a case-by-case basis and are not contingent on the level of increase in rates payable. All such enquiries and submissions will be treated confidentially.

### **Postponement of Rates for Seniors**

In accordance with Section 182A of the Act, a person may apply to Council for a postponement of the payment of the prescribed proportion of rates for the current or future financial year. Council may, on application and subject to the ratepayer meeting the criteria, postpone payment of a proportion of rates in respect of an assessment on the condition that the ratepayer agrees to pay interest on the amount affected by the postponement at the cash advance debenture rate calculated monthly and if the ratepayer satisfies the following criteria:

The person is a prescribed ratepayer, or is the spouse or domestic partner of a prescribed ratepayer, and

- The ratepayer or their spouse hold a State Seniors Card, and
  - The property is owned and is the principal place of residence of the State Seniors Card holder and/or spouse (that is, the property is lived in most of the time), and
  - If the ratepayer has a registered mortgage on the property prior to 25 January 2007, or has over 50% equity in the property, and
  - That no person other than the Seniors Card holder and/or his/her spouse has an interest as an owner in the property.
- If a person has applied for the benefit of a postponement of rates under section 182A and an entitlement to a postponement ceases to exist, the owner of the land must, within 6 months from the day in which the entitlement ceased, inform the council in writing of that fact (unless the liability to the relevant rates has been discharged). Failure to do so could lead to a maximum penalty of \$5 000
- Where an amount is not paid in accordance with the general rate notice but is capable of being the subject of a postponement (eg. in excess of the prescribed amount \$500) under section 182A of the Local Government Act it will be taken to be subject to postponement under that section
- Prescribed interest is applied to the amount of rates postponed, which is charged and compounded monthly on the total amount postponed, until the debt is paid.

All applications for seniors' postponement of rates will be assessed on a case-by- case basis. All such enquiries and submissions will be treated confidentially.

## **DECISION REPORT**

**REPORT TITLE:** 2017-18 FEES AND CHARGES SCHEDULE

**ITEM NUMBER:** 880

**DATE OF MEETING:** 26 JUNE 2017

**AUTHOR:** MICHAEL CAREY

**JOB TITLE:** MANAGER FINANCE & PROCUREMENT

---

### **EXECUTIVE SUMMARY**

An annual review of all Council's fees and charges was undertaken as part of the 2017-18 Annual Business Plan and Budget process focusing on the following areas:

- Increasing costs associated with the delivery of Council services
- Changes currently imposed by Council but not formally recorded in the current schedule
- Current and new policies of Council that may have an impact on fees and charges.

Generally, this has resulted in proposed fee increases that are in line with CPI where relevant, insofar as this is practicable. It is also noted that in applying the increase, fees have been rounded to an appropriate amount for ease of application.

In addition, there are a number of activities including some community programs, library and toy fees where the proposed fee is the same as the current year (2016-17). This has occurred where it is considered that the current fee is comparable or higher than other providers or where it already adequately covers cost recovery.

### **RECOMMENDATION**

MOVED:  
SECONDED:

That:

1. The report be received.
2. The schedule of fees and charges referred to in Attachment 1 of Item 880/17 for the 2017-18 financial year be approved to take effect from 1 July 2017, or until varied.

3. Council notes that the statutory fees will be included on the schedule of fees and charges available for public inspection subsequent to being gazetted.
-



## **1. RELEVANT CORE STRATEGIES/POLICIES**

- Local Government Act 1999 Section 188
- Organisational Strategy/Goal
  - 5.3 – Good Governance and Legislative Framework
  - 5.5 – Financially sustainable approach to business and planning activity

## **2. DISCUSSION**

Section 188 of the Local Government Act 1999 empowers Council to impose fees and charges for a variety of services it provides as follows:

- fees and charges are determined by resolution of Council either as a direct resolution, or by by-law or via delegation
- a Council is unable to fix or vary fees or charges prescribed under other Acts
- for the use of facilities, services or works requests a Council need not fix fees or charges by reference to the cost of the Council
- Council is required to keep the list of fees and charges on public display and provide updates where fees and charges are varied during the year.

Council reviews its fees and charges in each year, in conjunction with the development of the annual budget. As in previous years, a detailed review has been undertaken to ensure that the fees proposed:

- reflect (or move progressively toward) the cost of the services given
- are comparable with market rates, where appropriate
- take into account benefit derived by users of community facilities
- are consistent with Council directions articulated through existing policy or plans
- are consistent with Council's Long Term Financial Plan assumptions.

Generally, this has resulted in proposed fee increases that are in line with the estimated CPI of 2%, insofar as this is practicable. It is also noted that in applying the increase, fees have been rounded to an appropriate amount for ease of application.

*Attachment 1*

In relation to the fees and charges review, the following is highlighted:

- Increases in dog registration fees are based on Council's decision 23 February 2015 that the registration fees be incrementally increased for future years until the maximum prescribed fee is reached. Further, the training rebate was increased from 10% to 20% to encourage dog training in accordance with the Animal Management Plan endorsed by Council in April 2017.
- The fee proposed for pay-for-use parking has not increased compared to the recent trial.

- The fees for waste compostable bag products have not been increased since the 2015-16 financial year. The fee increase of 50cents has been proposed from a practicality perspective, and takes into consideration a suitable rounded amount to charge.
- Swimming Centre casual prices have been increased and membership prices remain the same to encourage the purchase of memberships. Memberships offer best value for money, often leads to more visits to the centre and has opportunity to increase other revenue via repeat spends.
- 
- There are a number of fees where no increase is proposed for the 2017-18 financial year. This has occurred where it is considered that:
  - The current fee is comparable to other similar service providers;
  - where the existing fee adequately covers cost recovery; or
  - as a result of rounding, it makes sense to increase fees less often than annually.
- The review has also enabled Administration to achieve consistency of fees charged across functional areas of Council.

It is proposed that the new fees take effect from 1 July 2017.

A number of the statutory Fees and Charges determined by an Act of Parliament or by Local Government Regulations fees will not be gazetted until after adoption of the Council set fees and charges.

It is therefore proposed that these statutory fees be added to the Fees and Charges Schedule available for public inspection once they have been gazetted. This is anticipated to be in early July 2017.

### **3. ANALYSIS OF OPTIONS**

Option 1 – The schedule of fees and charges referred to in Attachment 1 of Item 880/17 for the 2017-18 financial year be approved to take effect from 1 July 2017, or until varied

This option will result in the proposed fees and charges schedule being adopted.

Option 2 – The schedule of fees and charges referred to in Attachment 1 of Item 880/17 for the 2017-18 financial year be approved with amendments to take effect from 1 July 2017, or until varied.

This option allows for further amendments to the proposed fees and charges schedule.

### **4. RECOMMENDED OPTION**

Option 1 is the recommended option.

## **5. POLICY IMPLICATIONS**

As part of Council review of fees and charges in each year, consideration is given to ensuring that the fees proposed are consistent with Council directions articulated through existing policies and plans.

## **6. REPORT CONSULTATION**

All Fees and Charges have been proposed through the relevant functional area, reviewed by the appropriate Business Unit Manager and approved by the relevant General Manager.

In addition, the proposed 2017-18 fees and charges schedule was provided separately to Members' in May 2017 for their review. Enquiries were received from one Member that included: dog registration for a business, the provision of cat cages and their appropriate use, the fee for a residential parking permit should be nil, pay for use parking should increase from \$4, the proposed increase for swimming centre casual visits and the fee increase for compostable disposal bags that are available for purchase.

The context for the setting of fees and charges in 2017-18 was included in the draft 2017-18 Annual Business Plan endorsed by Council for consultation at its 24 April 2017 meeting.

## **7. ATTACHMENT**

1. 2017-18 Fees and Charges Schedule.

## **8. REPORT AUTHORISERS**

<b><u>Name</u></b>	<b><u>Title</u></b>
Nicola Tinning	Group Manager Business Support and Improvement (Acting)
Peter Tsokas	Chief Executive Officer

## Table of Contents

### CITY OF UNLEY - Fees and Charges 2017-18

Town Hall (including Kitchen)	1
Unley Community Centre	2,3 and 4
Fullarton Park Centre	5,6,7 and 8
Goodwood Community Centre	9
Goodwood Library Meeting room	9
Dog Registrations	10,11 and 12
Animal Management	12
Food Act - non statutory	13
Food Safety Audits	13
Waste Management Services	14
Compost	15
Traffic Services	16
Temporary Parking Controls	16
Paid Parking	16
Residential Parking Exemptions/ Permits	16
Street Traders	17
King William Road Parklet	17
Street Café and Outdoor Dining	17
Busking	17
Home and Community Care Services	18
Eastern Metro CPN	18
Community Bus	18
Parks and Reserves	19,20 and 21
Libraries	22,23 and 24
Museum	25
Damage to Footway	26
Driveway	26
Kerb	26
Reinstatement	26
Disposal of Stormwater	26
Bollards and signs	26
King William Road Driveways/ Road - Pavers	26,27
Application to alter Public road	27
Banners	27
Unley Swimming Centre	28,29,and 30
Development Services	31
Assets and Infrastructure - Encroachments	32,33 and 34
Miscellaneous	35, 36

## City of Unley Fees & Charges Schedule for 2017-18

		Fees and Charges Including GST 2016-17	Fees and Charges Including GST 2017-18	% increase from 2016-17	Comment
TOWN HALL - Including Kitchen	Council's hire of Civic and Town Hall policy outlines discounts are available to: not for profit, schools, charities, local residents and local businesses.				
	FULL DAY AND NIGHT				
	Monday - Thursday (8am - midnight)	654.00	665.00	1.68%	Incorporating 2% CPI only and rounded off. Looking to increase the quantity of hires in the new financial year. A cost comparison has been completed for similar venues and current charge is appropriate
	Friday and Saturday (8am - midnight), Sunday (8am - 10pm)	817.00	830.00	1.59%	Incorporating 2% CPI only and rounded off. Looking to increase the quantity of hires in the new financial year. A cost comparison has been completed for similar venues and current charge is appropriate
	Hourly Rate (Minimum of 4 Hrs) - Monday - Friday	56.00	57.00	1.79%	Incorporating 2% CPI only and rounded off. Looking to increase the quantity of hires in the new financial year. A cost comparison has been completed for similar venues and current charge is appropriate
	Bond	633.00	645.00	1.90%	Incorporating 2% CPI only and rounded off. Looking to increase the quantity of hires in the new financial year. A cost comparison has been completed for similar venues and current charge is appropriate
	Cleaning Fee (per hour, minimum of 2 hours) - Monday - Friday	63.00	64.00	1.59%	Incorporating 2% CPI only and rounded off. Looking to increase the quantity of hires in the new financial year. A cost comparison has been completed for similar venues and current charge is appropriate
	Cleaning Fee (per hour, minimum of 2 hours) - Saturday, Sunday & Public Holidays	63.00	64.00	1.59%	Incorporating 2% CPI only and rounded off. Looking to increase the quantity of hires in the new financial year. A cost comparison has been completed for similar venues and current charge is appropriate

# City of Unley Fees & Charges Schedule for 2017-18

	Fees and Charges Including GST 2016-17	Fees and Charges Including GST 2017-18	% increase from 2016-17	Comment
<b>UNLEY COMMUNITY CENTRE</b>				
Council's hire of Community Centres policy outlines discounts are available to not for profit groups, schools, charities, local residents and local businesses.				
<b>CONFERENCE ROOM</b>				The conference room is a new hireable space and this is the first time it has been listed on the F & C's
Conference Room - Hire fee per hr	0	25.00		
<b>MAIN HALL</b>				
Weekend (Up to 8 Hours)	275.00	280.00	1.82%	
Weekend Rate - Per Hour	50.00	50.00	0.00%	No increase to this fee, instead have increased main hall + kitchen rate as below
Weekday (Up to 8 Hours)	215.00	220.00	2.33%	
Weekday Rate - Per Hour	35.00	35.00	0.00%	No increase , aligned with market rate for ageing facility
Bond Standard Function < 80 people	200.00	200.00	0.00%	No increase , aligned with market rate for ageing facility
Bond Large Function 80 + people	500.00	500.00	0.00%	No increase , aligned with market rate for ageing facility
<b>MAIN HALL &amp; KITCHEN</b>				
Weekend (Up to 8 Hours)	310.00	310.00	0.00%	
Weekend Rate - Per Hour	50.00	60.00	20.00%	Increase to compensate for extra charge for kitchen use that was not previously there
Weekday (Up to 8 Hours)	240.00	245.00	2.08%	
Weekday Rate - Per Hour	35.00	40.00	14.29%	
<b>KITCHEN/DINING ROOM</b>				
Weekend (Up to 8 Hours)	190.00	195.00	2.63%	
Weekday (Up to 8 Hours)	160.00	165.00	3.13%	
Any day Rate - Per Hour	35.00	35.00	0.00%	remain the same to compensate for the increase to Hall and Kitchen fee change
<b>NORTHERN MEETING ROOM</b>				

## City of Unley Fees & Charges Schedule for 2017-18

	Fees and Charges Including GST 2016-17	Fees and Charges Including GST 2017-18	% increase from 2016-17	Comment
Per Hour	15.00	15.00	0.00%	No increase , aligned with market rate for ageing facility
Half Day	35.00	35.00	0.00%	No increase , aligned with market rate for ageing facility
Full day	70.00	70.00	0.00%	No increase , aligned with market rate for ageing facility
<b>COMPLETE FACILITY</b>				
Weekend (Up to 8 Hours)	485.00	475.00	2.15%	
Weekend Rate - Per Hour	100.00	105.00	5.00%	
Weekday (Up to 8 Hours)	360.00	375.00	4.17%	
Weekday Rate - Per Hour	85.00	90.00	5.88%	
Meal Service	3.50 - 11.50	3.50 - 11.50		
Photocopying B&W A4 (per page)	0.30	0.30	0.00%	No plan to update 2017-18 adequately covers cost recovery
Photocopying B&W A3 (per page)	0.40	0.40	0.00%	No plan to update 2017-18 adequately covers cost recovery
Photocopying Colour A4 (per page)	1.40	1.40	0.00%	No plan to update 2017-18 adequately covers cost recovery
Photocopying Colour A3 (per page)	1.50	1.50	0.00%	No plan to update 2017-18 adequately covers cost recovery
Fax - Incoming - per page	0.70	0.70	0.00%	No plan to update 2017-18 adequately covers cost recovery
Fax - Outgoing local - per page	1.20	1.20	0.00%	No plan to update 2017-18 adequately covers cost recovery
Fax - Outgoing STD - first page	2.50	2.50	0.00%	No plan to update 2017-18 adequately covers cost recovery
Fax - Outgoing STD - subsequent pages	1.25	1.25	0.00%	No plan to update 2017-18 adequately covers cost recovery
Fax - Outgoing ISD - per page	6.25	6.25	0.00%	No plan to update 2017-18 adequately covers cost recovery
Fax - Outgoing ISD - subsequent pages	1.25	1.25	0.00%	No plan to update 2017-18 adequately covers cost recovery
Replacement Security Key Card	63.00	63.00	0.00%	No plan to update 2017-18 adequately covers cost recovery
<b>PROGRAMS</b>				
Drawing and Sketching		7.00		New for 2017-18
Fifties and Fitness fun		7.00		New for 2017-18
Painting with Acrylics		7.00		New for 2017-18
Watercolour painting		7.00		New for 2017-18
Fitness with Doug - Group exercise	7.00	7.00	0.00%	No increase planned for Community Programs aligned to market rate
Over 50s Aquacise	7.00	7.00	0.00%	No increase planned for Community Programs aligned to market rate
Unley Computer User Group	Donation			delete

## City of Unley Fees & Charges Schedule for 2017-18

		Fees and Charges Including GST 2016-17	Fees and Charges Including GST 2017-18	% increase from 2016-17	Comment
	Hand Massage	4.00	4.00	0.00%	No increase planned for Community Programs aligned to market rate
	Let's Dance	4.00	4.00	0.00%	No increase planned for Community Programs aligned to market rate
	Tai Chi	7.00	7.00	0.00%	No increase planned for Community Programs aligned to market rate
	Classic Movies	7.00	Free		
	Yoga	7.00	7.00	0.00%	No increase planned for Community Programs aligned to market rate
	Strength for Life	7.00	7.00	0.00%	No increase planned for Community Programs aligned to market rate



# City of Unley Fees & Charges Schedule for 2017-18

	Fees and Charges Including GST 2016-17	Fees and Charges Including GST 2017-18	% increase from 2016-17	Comment
<b>FULLARTON PARK CENTRE</b>				
Council's hire of Community Centres policy outlines discounts are available to not for profit groups, schools, charities, local residents and local businesses - SINGLE SESSION = 9-1, 1-5, 6-10 (6pm - 2am Fri/ Sat) - FULL DAY = No other hirer				
<u>HOWARD AND BOARD RED ROOMS - 30 sq m</u>				
Weekday - Single session	82.00	84.00	2.44%	
Weekday - Double session	122.00	125.00	2.46%	
Weekday - Evening session	82.00	84.00	2.44%	
Weekend - Single session	92.00	94.00	2.17%	
Weekend - Full day session	142.00	145.00	2.11%	
Weekend - Evening session	107.00	110.00	2.80%	
Hourly Rate	20.00	20.00	0.00%	No plan to update 2017-18 adequately covers cost recovery
<u>COMMUNITY ROOM - 40 sq m</u>				
Weekday - Single session	94.00	95.00	1.06%	
Weekday - Double session	160.00	160.00	0.00%	
Weekday - Evening session	95.00	95.00	0.00%	
Weekend - Single session	107.00	110.00	2.80%	
Weekend - Full day session	188.00	190.00	1.06%	
Weekend - Evening session	117.00	120.00	2.56%	
Hourly Rate	24.00	25.00	4.17%	
<u>PARKVIEW ROOM - 85 sq m</u>				
Weekday - Single session	150.00	153.00	2.00%	
Weekday - Double session	260.00	265.00	1.92%	
Weekday - Evening session	150.00	153.00	2.00%	
Weekend - Single session	200.00	205.00	2.50%	
Weekend - Full day session	330.00	335.00	1.52%	
Weekend - Evening session	260.00	265.00	1.92%	
Hourly Rate	40.00	41.00	2.50%	
<u>LOUNGE, KITCHEN</u>				
Weekday-Single session	335.00	340.00	1.49%	

# City of Unley Fees & Charges Schedule for 2017-18

	Fees and Charges Including GST 2016-17	Fees and Charges Including GST 2017-18	% increase from 2016-17	Comment
Weekday-Double session	535.00	545.00	1.87%	
Weekday - Evening session	335.00	340.00	1.49%	
Weekend-Single session	420.00	425.00	1.19%	
Weekend-Full day session	710.00	725.00	2.11%	
Weekend-Evening session	560.00	570.00	1.79%	
Hourly Rate	64.00	65.00	1.56%	
<b>BANQUET ROOM - 195 sq.m</b>				
Weekday - Single session	325.00	330.00	1.54%	
Weekday - Double session	505.00	515.00	1.98%	
Weekday - Evening session	325.00	330.00	1.54%	
Weekend - Single session	430.00	435.00	1.16%	
Weekend - Full day session	665.00	675.00	1.50%	
Weekend - Evening session	530.00	540.00	1.89%	
Hourly Rate	57.00	58.00	1.75%	
<b>BANQUET ROOM &amp; KITCHEN - 195 sq.m</b>				
Weekday-Single session	360.00	365.00	1.39%	
Weekday-Double session	580.00	590.00	1.72%	
Weekday-Evening session	360.00	365.00	1.39%	
Weekend-Single session	500.00	510.00	2.00%	
Weekend-Full day session	770.00	780.00	1.30%	
Weekend-Evening session	610.00	620.00	1.64%	
Hourly Rate	64.00	65.00	1.56%	
<b>ENTIRE MAIN FUNCTION AREA - 390 sq.m</b>				
Weekday-Single session	520.00	530.00	1.92%	
Weekday-Double session	830.00	840.00	1.20%	
Weekday-Evening session	520.00	530.00	1.92%	
Weekend-Single session	690.00	700.00	1.45%	

# City of Unley Fees & Charges Schedule for 2017-18

	Fees and Charges Including GST 2016-17	Fees and Charges Including GST 2017-18	% increase from 2016-17	Comment
Weekend-Full day session	1090.00	1110.00	1.83%	
Weekend - Evening session	880.00	895.00	1.70%	
Hourly Rate	94.00	96.00	2.13%	
<b>WHOLE BUILDING (Hireable space) 575 sq m</b>				
Full Day Session - weekend	1632.00	1665.00	2.02%	
<b>CRAFT STUDIO</b>				
Weekday - per hour	13.00	13.00	0.00%	No increase as CPI results in minimal cent increase
Weekday - over 7 hours	102.00	104.00	1.96%	
Weekend - per hour	13.00	13.00	0.00%	No increase as CPI results in minimal cent increase
Weekend - over 7 hours	102.00	104.00	1.96%	
<b>STUDY</b>				
Per day = 8 hours	63.00	64.00	1.59%	
Per half day = 4 hours	33.00	34.00	3.03%	
Per hour	9.00	9.00	0.00%	No increase as CPI results in minimal cent increase
<b>RETREAT</b>				
Per day	13.00	13.00	0.00%	No increase as CPI results in minimal cent increase
REIKI CENTRE - per day	15.00	15.00	0.00%	No increase as CPI results in minimal cent increase
<b>GALLERY</b>				
Per Week	63.00	65.00	3.17%	
22% Commission on all sales				
CAR PARK - Hire of front car park	153.00	155.00	1.31%	
<b>BONDS</b>				
Bond - Banquet Room	300.00	300.00	0.00%	No increase planned for bonds deemed adequate
Bond - Lounge	300.00	300.00	0.00%	No increase planned for bonds deemed adequate
Bond - Parkview	300.00	300.00	0.00%	No increase planned for bonds deemed adequate
Bond - Board Room and RED ROOM	100.00	100.00	0.00%	No increase planned for bonds deemed adequate
Bond - Howard Room	100.00	100.00	0.00%	No increase planned for bonds deemed adequate
Bond - Community Room	100.00	100.00	0.00%	No increase planned for bonds deemed adequate
Public Liability Insurance Included				
Additional Set up Time - Relevant Hourly Rate				
Centre run programs				
Quilting Group per person	3.00	3.00	0.00%	No increase this year will be putting up to \$3.50 next year

## City of Unley Fees & Charges Schedule for 2017-18

	Fees and Charges Including GST 2016-17	Fees and Charges Including GST 2017-18	% increase from 2016-17	Comment
Friday Social Group	3.00	3.00	0.00%	No increase this year
Mah Jong Group per person	3.00	3.00	0.00%	No increase this year will be putting up to \$3.50 next year
English Language Program - Casual	4.00	4.00	0.00%	No fee increase. Fee for this program is on the high side of what other centres charge for the same program
English Language Program - Term	35.00	35.00	0.00%	No fee increase. Fee for this program is on the high side of what other centres charge for the same program
Photocopying B&W A4 (per page)	0.30	0.30	0.00%	No plan to update 2017-18 adequately covers cost recovery
Photocopying B&W A3 (per page)	0.40	0.40	0.00%	No plan to update 2017-18 adequately covers cost recovery
Photocopying Colour A4 (per page)	1.40	1.40	0.00%	No plan to update 2017-18 adequately covers cost recovery
Photocopying Colour A3 (per page)	1.50	1.50	0.00%	No plan to update 2017-18 adequately covers cost recovery
Fax - incoming - per page	0.70	0.70	0.00%	No plan to update 2017-18 adequately covers cost recovery
FAX Outgoing Local - per page	1.20	1.20	0.00%	No plan to update 2017-18 adequately covers cost recovery
FAX Outgoing STD - first page	2.50	2.50	0.00%	No plan to update 2017-18 adequately covers cost recovery
FAX Outgoing STD - subsequent pages	1.25	1.25	0.00%	No plan to update 2017-18 adequately covers cost recovery
FAX Outgoing ISD - per page	6.25	6.25	0.00%	No plan to update 2017-18 adequately covers cost recovery
FAX Outgoing ISD - subsequent pages	1.25	1.25	0.00%	No plan to update 2017-18 adequately covers cost recovery

# City of Unley Fees & Charges Schedule for 2017-18

		Fees and Charges Including GST 2016-17	Fees and Charges Including GST 2017-18	% Increase from 2016-17	Comment
<b>GOODWOOD COMMUNITY CENTRE</b>					
	Council's hire of Community Centres policy outlines discounts are available to not for profit groups, schools, charities, local residents and local businesses.				
	CAR PARK - Hire of front car park	153.00	155.00	1.31%	
<b>GOODWOOD LIBRARY MEETING ROOM</b>					
	Per hour	9.00	9.00	0.00%	Recommend leave as is. Meeting Room facilities @ Goodwood Library are very basic and hard to justify a price rise for this Community space
	Half day = 4 hours	19.00	19.00	0.00%	Recommend leave as is. Meeting Room facilities @ Goodwood Library are very basic and hard to justify a price rise for this Community space
	Full day = 8 hours	26.00	26.00	0.00%	Recommend leave as is. Meeting Room facilities @ Goodwood Library are very basic and hard to justify a price rise for this Community space

## City of Unley Fees & Charges Schedule for 2017-18

	Fees and Charges Including GST 2016-17	Fees and Charges Including GST 2017-18	% increase from 2016-17	Comment
<b>DOG AND CAT ANIMAL MANAGEMENT ACT 1995</b> - Statutory based fee in that Council can set registration fees for dogs based on a fee range (including a fee cap) and Minister approval within the timeframe set by the Dog and Cat Management Board (normally March) endorsed by Council Feb 23rd 2015				
Desexing, Micro chipping and Obedience Training rebates should be deducted from the primary fee (\$75.00). The concession or Pension rebate should THEN be applied to the remaining balance				
Based on the provisions of s26(7) of the Act, the DCMB requires all councils to offer two mandatory registration fee categories in 2017 / 2018:				
1. 'Standard' (mandatory legislated rebate) – this applies only to a dog or cat (in those councils where cat registration is applicable) that is both desexed and microchipped. All councils are required to provide a mandatory percentage rebate off the 'non-standard' fee, for a 'standard' dog registration or 'standard' cat registration (where applicable).				
The DCMB recommends that council set a 50% rebate for a 'standard dog' for the 2017 / 2018 registration period, however councils have the discretion to determine the percentage rebate they wish to offer.				
2. 'Non-standard' (full fee) – this applies to dogs or cats (where applicable), not microchipped and desexed even if they are exempt from the requirement to desex or microchip (e.g. dogs/cats belonging to registered breeders, working livestock dogs etc.)				
Non-Standard Dog	75.00	80.00	6.67%	
Accredited Assistance Dog	No fee	No fee		
Racing Greyhound and Working Livestock Dog	16.00	16.50	3.13%	
Non Standard Desexed	45.00	48.00	6.67%	
Standard Dog	37.50	40.00	6.67%	
Non Standard Desexed and Trained	37.50	32.00	-14.67%	increased rebate to 20% as per AMP endorsed by Council
Standard Dog - Trained	30.00	24.00	-20.00%	increased rebate to 20% as per AMP endorsed by Council
Non Standard - Desexed – Concession	22.50	24.00	6.67%	
Standard – Concession	18.75	20.00	6.67%	
Non Standard - Desexed and Trained - Concession	18.75	16.00	-14.67%	increased rebate to 20% as per AMP endorsed by Council

## City of Unley Fees & Charges Schedule for 2017-18

	Fees and Charges Including GST 2016-17	Fees and Charges Including GST 2017-18	% increase from 2016-17	Comment
Standard Dog – Trained - Concession	15.00	12.00	-20.00%	increased rebate to 20% as per AMP endorsed by Council
Non Standard Dog – Desexed - Temp Concession	22.50	24.00	6.67%	
Standard Dog – Temp Concession	18.75	20.00	6.67%	
Non Standard Dog – Desexed and Trained - Temp Concession	18.75	16.00	-14.67%	increased rebate to 20% as per AMP endorsed by Council
Standard Dog – Trained - Temp Concession	15.00	12.00	-20.00%	increased rebate to 20% as per AMP endorsed by Council
Non Standard Dog – Microchip	67.50	72.00	6.67%	
Non Standard Dog – Trained	67.50	64.00	-5.19%	increased rebate to 20% as per AMP endorsed by Council
Non Standard Dog – Microchip & Trained	60.00	56.00	-6.67%	increased rebate to 20% as per AMP endorsed by Council
Non Standard Dog – Concession	37.50	40.00	6.67%	
Non Standard Dog – Concession - Microchip	33.75	36.00	6.67%	
Non Standard Dog – Concession - Trained	33.75	32.00	-5.19%	increased rebate to 20% as per AMP endorsed by Council
Non Standard Dog – Concession - Microchip & Trained	30.00	28.00	-6.67%	increased rebate to 20% as per AMP endorsed by Council
Non Standard Dog – Temp Concession	37.50	40.00	6.67%	
Non Standard Dog – Temp Concession – Microchip	33.75	36.00	6.67%	
Non Standard Dog – Temp Concession – Trained	33.75	32.00	-5.19%	increased rebate to 20% as per AMP endorsed by Council
Non Standard Dog – Temp Concession – Microchip & Trained	30.00	28.00	-6.67%	increased rebate to 20% as per AMP endorsed by Council
<b>REGISTRATIONS</b>				
Business Registration (per dog) <i>(not entitled to rebates)</i>	70.00	80.00	14.29%	matches registration fee
Transfer of Registration	6.70	7.00	4.48%	
Replacement Dog Registration Disc	6.20	6.50	4.84%	
Percentage Penalty for late Registration	10.00	10.00	0.00%	no change
Percentage rebate for partial year registration 50%	0.00	0.00		no change
<b>DOG AND CAT ANIMAL MANAGEMENT ACT 1995 - Non Statutory</b>				

## City of Unley Fees & Charges Schedule for 2017-18

		Fees and Charges Including GST 2016-17	Fees and Charges Including GST 2017-18	% increase from 2016-17	Comment
	Fees for seizure and detention	58.50	60.00	2.56%	Increase required as this is what the AWL are now charging us for impounded dogs
	Impounding Fee	82.50	150.00	81.82%	
	Daily Holding Fee	27.00	50.00	85.19%	Increase required as this is what All Pets are now charging us equals 10% off the standard dog rego as per the rebate
	Puppy Pre School Training (1st year only) - 10%	67.50	72.00	6.67%	
	Multi Dog Permit Application Fee	53.50	54.50	1.87%	
	Multi Dog Permit Variation Application Fee	26.50	27.00	1.89%	
<b>ANIMAL MANAGEMENT</b>					
	Cat Cage Deposit	23.50	24.00	2.13%	No change
	Cat Cage Deposit (Concession)	11.75	12.00	2.13%	
	Late return fee per day	5.00	5.00	0.00%	
	Replacement (lost or damaged)	147.50	150.00	1.69%	



# City of Unley Fees & Charges Schedule for 2017-18

		Fees and Charges Including GST 2016-17	Fees and Charges Including GST 2017-18	% Increase from 2016-17	Comment
<b>FOOD ACT</b>					
	Food Premises - 1 day event at the Showgrounds (per day)				
	Mon - Fri 3Hrs	167.00	170.00	1.80%	
	Mon - Fri 4Hrs	223.00	225.00	0.90%	
	Mon - Fri 5Hrs	279.00	285.00	2.15%	
	Mon - Fri 6Hrs	330.00	335.00	1.52%	
	Sat/ Sun 3Hrs	249.00	255.00	2.41%	
	Sat/ Sun 4Hrs	330.00	335.00	1.52%	
	Sat/ Sun 5Hrs	422.00	430.00	1.90%	
	Sat/ Sun 6Hrs	488.00	495.00	1.43%	
	Food Premises - large events at the Showgrounds (per day)				
	Mon - Fri	498.00	510.00	2.41%	
	Sat/ Sun	701.00	715.00	2.00%	
	Other				
	Food Premises - Adelaide Show at the Showgrounds (up to 8 days)	3691.00	3765.00	2.00%	
	Food Premises Complaint Follow-up - premises found to be compliant	No Charge	No Charge		
	Food Premises Complaint Follow-up - Premises found to be non-compliant (includes Charitable/Not-for-profit)	Inspection fees as above	Inspection fees as above		
	Food Premises - charitable/not for profit (in possession for GST exempt)	No Charge	No Charge		
	Food Premises - Stalls at fetes, trading tables etc.	No Charge	No Charge		
	Food Premises - nominal risk (newsagents, chemists)	54.00	55.00	1.85%	
	Food Premises - Food transport vehicle with Notification from another Council	No Charge	No Charge		
<b>FOOD SAFETY AUDITS</b>					
	On-site Audit(including re-audits) per hr	154.00	160.00	3.90%	
	Desktop Audit (at Auditors office) per hr	77.00	80.00	3.90%	
	Desktop Audit (on site) per hr	154.00	160.00	3.90%	
	Travel (more than 50km away from Council offices) per hr	77.00	80.00	3.90%	

# City of Unley Fees & Charges Schedule for 2017-18

		Fees and Charges Including GST 2016-17	Fees and Charges Including GST 2017-18	% increase from 2016-17	Comment
<b>WASTE MANAGEMENT SERVICES</b>					
	The following grouped fees are applicable from 1/7/17 to 30/6/18 and are payable to Waste Contractor				
	Additional Garbage 140L MGB - domestic/Council/groups	130.00	152.00	16.92%	Waste Levy increase of Waste to Landfill
	Additional Recycling 240L MGB - domestic/Council/groups	85.00	86.00	1.18%	
	Additional Green Organics 240L MGB - domestic/Council/ groups	85.00	86.00	1.18%	
	Additional Garbage 140L MGB - Kindy/school/childcare	130.00	152.00	16.92%	Waste Levy increase of Waste to Landfill
	Additional Recycling 240L MGB - Kindy/school/childcare (once off fee per bin; restricted to 1 per 100 children (max 5))	69.00	70.00	1.45%	
	Additional Recycling 240L MGB - Kindy/school/childcare (in excess of 500 - fee per bin)	85.00	86.00	1.18%	
	Additional Green Organics 240L MGB - Kindy/school/childcare	85.00	86.00	1.18%	
	Garbage 140L MGB - business/industrial/ commercial for each multiple tenancy on a single assessment (per tenancy)	130.00	152.00	16.92%	Waste Levy increase of Waste to Landfill
	Recycling 240L MGB - business/industrial/ commercial for each multiple tenancy on a single assessment (per tenancy)	85.00	86.00	1.18%	
	Green Organics 240L MGB - business/industrial/ commercial for each multiple tenancy on a single assessment (per tenancy) subject to demonstrated need.	85.00	86.00	1.18%	
	Kitchen Caddy (incl roll of 52 liners )	10.00	11.00	10.00%	Increase insignificant in relation to sales
	Roll of 100 Compostable liners	8.00	8.50	6.25%	Increase insignificant in relation to sales
	Roll of 52 Compostable Liners	4.00	4.50	12.50%	Increase insignificant in relation to sales
	Roll of 75 Compostable Liners (Biobag)	6.00	6.50	8.33%	Increase insignificant in relation to sales
<b>WASTE SERVICES</b>					
	Pack of Compostable Dog bags	4.00	4.50	12.50%	Increase insignificant in relation to sales
	Dog bags Compostable (Biobag)	4.00	4.50	12.50%	Increase insignificant in relation to sales
	Dog bone holder (1) Blue	6.00	6.50	8.33%	Increase insignificant in relation to sales
	Dog pouch holder (1) Green	4.00	4.50	12.50%	Increase insignificant in relation to sales
<b>SPECIAL EVENTS</b>	Special Events (240L MGB hire costs)				
	Event bins \$190 + \$9.00 per/bin	\$185 + \$8.50 per bin	\$190 + \$9.00 per bin		

## City of Unley Fees & Charges Schedule for 2017-18

		Fees and Charges Including GST 2016-17	Fees and Charges Including GST 2017-18	% Increase from 2016-17	Comment
	Event bins - missing/not recovered	80.00	82.00	2.50%	
COMPOST	Compost				
	Compost Bin (two)	73.50	74.50	1.36%	
	Compost Bin (each)	46.00	46.00	2.22%	
	Collection of Illegal Dumped Rubbish (per hr per staff member)	75.00	77.00	2.67%	
	Disposal of Illegally Dumped Rubbish (per cubic metre)	85.00	100.00	17.65%	Increase in levy for landfill disposal
	Immediate collection of Hard Refuse (within 5 days) - not including mattresses	50.00	65.00	30.00%	Increase in levy for landfill disposal - plus increase in contract charges for service outside waste contract

# City of Unley Fees & Charges Schedule for 2017-18

		Fees and Charges Including GST 2016-17	Fees and Charges Including GST 2017-18	% increase from 2016-17	Comment
<b>TRAFFIC SERVICES</b>					
	Vehicle Impounding Fee	158.00	161.00	1.90%	No plan to update 2017-18 adequately covers cost recovery
	Impounded vehicle storage fee (per day)	8.75	9.00	2.86%	
	Community Facility name signs	64.50	64.50	0.00%	
	<b>Temporary Road Closures</b>				
	Street Party ie. - Non-commercial benefit (M-F)	Subject to quote	Subject to quote		No plan to update 2017-18 adequately covers cost recovery
	Street Party ie. - Non-commercial benefit (Sat-Sun)	Subject to quote	Subject to quote		
	Street Party/On street Event - Commercial benefit	2,044.00	2044.00	0.00%	
	Temporary hoarding on Council Road	\$91.50 (per m2 /week)	\$93.50 (per m2 /week)		
	Bin on street/ skip/shipping container approval	35.50	36.00	1.41%	
<b>TEMPORARY PARKING CONTROLS</b>					
	Installation/ removal of temporary parking zone -Commercial (ie work zone, building work, filming etc)				
	Within Business hours	64.50	66.50	3.10%	CPI increase only
	After Hours / Saturday per hr Minimum 3 hrs	144.00	148.00	2.78%	A call out needs to be treated at a minimum 3 hrs
	After Hours / Sunday per hr Minimum 3 hrs	122.00	125.50	2.87%	A call out needs to be treated at a minimum 3 hrs
	Installation/ removal of temporary parking zone - Non-Commercial (ie moving house, funeral etc)				
	Within Business hours	0	no cost		
<b>PAID PARKING</b>					
	Bartley Crescent (per hr/per day)	1.00/4.00	1.00/4.00		No planned increase
	Boffa Lane Car Park (per three hr period)	1.00	1.00	0.00%	No planned increase
<b>RESIDENTIAL PARKING EXEMPTIONS/PERMITS</b>					
	Residential Parking Permit in Excess of Policy Entitlements Annual	57.00	58.00	1.75%	
	Replacement Parking Permit/Exemption Label	6.75	7.00	3.70%	
	Joint Venture On-Street Car Park Annual Permit	536.00	546.00	1.87%	
	Resident Parking Permit for 2 years	29.00	30.00	3.45%	
	Work Zone /Tradesperson permit	14.75	15.00	1.69%	
	Business Parking Permit - per Permit per annum	56.00	56.00	0.00%	No plan to update 2017-18 adequately covers cost recovery

# City of Unley Fees & Charges Schedule for 2017-18

		Fees and Charges Including GST 2016-17	Fees and Charges Including GST 2017-18	% increase from 2016-17	Comment
<b>STREET TRADERS</b>					
	Street Trading Table Licence/day	6.55	6.80	3.82%	
	Street. Traders on footway-roadway/yr )	59.00	60.00	1.69%	
	Street. Traders-Mobile Street Trader/yr	400.00	408.00	2.00%	
	Street. Traders - on-street public events (per day)	14.50	15.00	3.45%	
<b>KING WILLIAM ROAD PARKLET</b>					
	Application fee for Assessment of proposal to host Parklet	355.95	363.00	1.98%	
	Permit fee for an individual Parklet structure for term of agreement	508.50	519.00	2.06%	
<b>STREET CAFÉ and OUTDOOR DINING</b>					
	Application fee for Administration (excl Development Application - \$78.75)	64.00	65.00	1.56%	
	<b>Rental per square metre of public land per week:</b>				
	Defined retail precincts - with liquor	1.85	1.90	2.70%	
	Defined retail precincts - with liquor/non smoking	0.90	0.95	5.56%	
	Defined retail precincts - without liquor/non smoking	1.00	1.05	5.00%	
	Defined retail precincts - without liquor	0.50	0.55	10.00%	
	Other commercial areas - with liquor	1.70	1.75	2.94%	
	Other commercial areas - with liquor/non smoking	0.85	0.90	5.88%	
	Other commercial areas - without liquor	0.80	0.85	6.25%	
	Other commercial areas - without liquor/non smoking	0.40	0.45	12.50%	
	Residential areas - with liquor/non smoking	1.30	1.35	3.85%	
	Residential areas - with liquor	0.65	0.70	7.69%	
	Residential areas - without liquor	0.70	0.75	7.14%	
	Residential areas - without liquor/non smoking	0.35	0.40	14.29%	
<b>BUSKING</b>					
	BUSKING - fee per day (Permits for Business Purposes Policy S222 LGA)	6.35	6.50	2.36%	

## City of Unley Fees & Charges Schedule for 2017-18

	Fees and Charges Including GST 2016-17	Fees and Charges Including GST 2017-18	% increase from 2016-17	Comment
<b>HOME AND COMMUNITY CARE SERVICES</b>				
Domestics Assistance - cleaning	15.00	15.00	0.00%	No plan to update 2017-18 adequately covers cost recovery
Home Maintenance - Gardening	15.50	15.50	0.00%	No plan to update 2017-18 adequately covers cost recovery
Home Maintenance per visit (plus materials)	10.50	10.50	0.00%	No plan to update 2017-18 adequately covers cost recovery
Spring clean - windows, interior - per service	20.50	20.50	0.00%	No plan to update 2017-18 adequately covers cost recovery
Shopping support - per service	10.50	10.50	0.00%	No plan to update 2017-18 adequately covers cost recovery
Gutter clean - per service	36.00	36.00	0.00%	No plan to update 2017-18 adequately covers cost recovery
Social support - Community Harvest - per service	10.00	10.00	0.00%	No plan to update 2017-18 adequately covers cost recovery
Carer Support and Respite - per hr	10.50	10.50	0.00%	No plan to update 2017-18 adequately covers cost recovery
<i>Negotiable fee structure based on capacity to pay as per HACC Agreement.</i>				
<b>EASTERN METRO COMMUNITY PASSENGER NETWORK</b>				
One way trip	5.00	5.00	0.00%	No plan to update 2017-18 adequately covers cost recovery
<i>Negotiable fee structure based on capacity to pay as per HACC Agreement.</i>				
<b>COMMUNITY BUS</b>				
Special Purpose & Local Non-Profit Community Group				
<i>* Note that Council's Community Transport Policy outlines special conditions under which discounts may apply.</i>				
Per Kilometre	3.50	1.75	-50.00%	Changes as per the recent Bus review - the recommendations have been endorsed
Minimum Charge	100.00	45.00	-55.00%	
Late Cancellation fee	50.00	50.00	0.00%	No plan to update 2017-18 adequately covers cost recovery
<i>Fixed Route Weekdays - Gold Coin Donation</i>				
Shopping Bus Service - Contribution	3.00	3.00	0.00%	No plan to update 2017-18 adequately covers cost recovery
Shopping Bags for Sale	1.00	1.00	0.00%	No plan to update 2017-18 adequately covers cost recovery
Gaganis Bus - per trip - contribution	3.00	3.00	0.00%	No plan to update 2017-18 adequately covers cost recovery
Mystery Bus - per trip - contribution	5.00	5.00	0.00%	No plan to update 2017-18 adequately covers cost recovery
<i>Council's Community Transport policy outlines specific conditions that discounts may apply.</i>				

## City of Unley Fees & Charges Schedule for 2017-18

		Fees and Charges Including GST 2016-17	Fees and Charges Including GST 2017-18	% increase from 2016-17	Comment
<b>COMMUNITY FACILITIES - PARKS AND RESERVES</b>					
<b>Fee structure for events in open spaces</b>					
	Medium-sized open spaces that can facilitate small and medium scale events only: Heywood Park, Howard Florey Reserve, Soutar Park, Village Green, Goodwood Community Centre Grounds, Fullarton Park Community Centre Grounds - external event - per day	153.00	155.00	1.31%	
	Medium-sized open spaces that can facilitate small and medium scale events only: Heywood Park, Howard Florey Reserve, Soutar Park, Village Green, Goodwood Community Centre Grounds, Fullarton Park Community Centre Grounds - Ratepayer discount - per day	76.00	80.00	5.26%	
	Medium-sized open spaces that can facilitate small and medium scale events only: Heywood Park, Howard Florey Reserve, Soutar Park, Village Green, Goodwood Community Centre Grounds, Fullarton Park Community Centre Grounds - Schools and Sporting Groups - per hr	31.00	35.00	12.90%	
	Medium-sized open spaces that can facilitate small and medium scale events only: Heywood Park, Howard Florey Reserve, Soutar Park, Village Green, Goodwood Community Centre Grounds, Fullarton Park Community Centre Grounds - Schools with Community use agreements -	No fee	no fee		
	Large open spaces that can facilitate all types of event activity: Goodwood Oval, Orphanage Park, Ridge Park, Soldier's Memorial Gardens, Unley Oval - external event - per day	255.00	260.00	1.96%	
	Large open spaces that can facilitate all types of event activity: Goodwood Oval, Orphanage Park, Ridge Park, Soldier's Memorial Gardens, Unley Oval - Ratepayer discount - per day	127.00	130.00	2.36%	
	One-off Sports Booking - sport activities/training. Sports use can occur at Unley Oval, Goodwood Oval, Ridge Park, Orphanage Park, Soutar Park. Permit must be issued before activities commence (Schools & Sporting Groups) - per hr	51.00	55.00	7.84%	
	Regular Sports Bookings - ongoing sport activities/training. Sports use can occur at Unley Oval, Goodwood Oval, Ridge Park, Orphanage Park, Soutar Park. Permit must be issued before activities commence. Maximum 20 hours or 2 school terms. City of Unley based clubs.	150.00	155.00	3.33%	
	Regular Sports Bookings - ongoing sport activities/training. Sports use can occur at Unley Oval, Goodwood Oval, Ridge Park, Orphanage Park, Soutar Park. Permit must be issued before activities commence. Maximum 20 hours or 2 school terms - user groups based outside of Unley Council area.	500.00	510.00	2.00%	

## City of Unley Fees & Charges Schedule for 2017-18

	Fees and Charges Including GST 2016-17	Fees and Charges Including GST 2017-18	% increase from 2016-17	Comment
Large open spaces that can facilitate all types of event activity: Goodwood Oval, Orphanage Park, Ridge Park, Soldier's Memorial Gardens, Unley Oval - Schools with Community use agreements	No fee	no fee		
<b>BOND &amp; ADDITIONAL COSTS</b>				
<b>Large Scale Event - New Charge (refundable bond)</b> If the event has 1000 or more and /or significantly impacts stakeholders and/or involves road closures or speed restrictions and/or impacts public transport and/or involves activity that Council deems as potentially dangerous or high risk	200.00	200.00	0.00%	Fee to remain unchanged . Bond is refundable no need to increase
Marquee Line Marking - After hours/Saturday	91.50	95.00	3.83%	
Marquee Line Marking -Sunday/Public Hol	122.00	125.00	2.46%	
<b>Response Crew Assistance.</b> Eg delivery of bollards, bunting, assistance with installation of event infrastructure - After hours / Saturday	91.50	95.00	3.83%	
<b>Response Crew Assistance.</b> Eg delivery of bollards, bunting, assistance with installation of event infrastructure - Sunday / Public Hol	122.00	125.00	2.46%	
Power point access fee per day	36.00	40.00	11.11%	Increase by CPI rounded to the nearest whole dollar
Bond for key to access reserves (with prior approval)	50.00		-100.00%	delete
License for alienation of community land (fully fenced event) - New charge, per day	255	260.00	1.96%	Increase by CPI rounded to the nearest whole dollar
Additional Toilet Cleaning, hourly rate - New Charge	40.00	45.00	12.50%	Increase by CPI rounded to the nearest whole dollar
<b>TENNIS COURT (Hard Courts)</b> <b>Bookings and fees apply to ongoing bookings. One-off casual users do not need to book.</b> The front 4 hard court tennis courts at Millswood Tennis Centre (Goodwood Oval) are available to community free of charge. Please book with the manager at the clubhouse. <i>* Please contact relevant clubs for access to lawn tennis courts at Sturt, Millswood and Hyde Park lawn tennis clubs.</i>				
Casual hire during daylight hours until 5.00pm (per hour / per court)	14.00	10.00	-28.57%	See edits in yellow
Casual hire after 5.00pm including lights (per hour / per court)	26.50	15.00	-43.40%	Rationale is to make it more affordable and in line with other councils
Casual hire during daylight hours until 5.00pm (per hour / per court) - Regular hirer / Clubs / Schools	9.00	7.00	-22.22%	Rationale is to make it more affordable and in line with other councils



# City of Unley Fees & Charges Schedule for 2017-18

		Fees and Charges Including GST 2016-17	Fees and Charges Including GST 2017-18	% increase from 2016-17	Comment
	Casual hire after 5.00pm including lights (per hour / per court) - Regular hirer / Clubs / Schools	21.50	12.00	-44.19%	Rationale is to make it more affordable and in line with other councils
	Bond for key to access tennis court lights		50.00		New fee
	<b>COMMERCIAL FITNESS GROUPS</b>				
	<i>Fitness training on community land</i>				
	<i>* Annual fee according to group size. Application needs to be made and approval given before payment of any fees.</i>				
	1-4 people (not including fitness trainer)	122.00	125.00	2.46%	Increase by CPI rounded to the nearest whole dollar
	5-10 people (not including fitness trainer)	290.00	295.00	1.72%	Increase by CPI rounded to the nearest whole dollar
	11-20 people (not including fitness trainer)	580.00	590.00	1.72%	Increase by CPI rounded to the nearest whole dollar
	<b>COMMERCIAL DOG TRAINING IN PARKS</b>				
	Standard annual fee regardless of group size	535.00	545.00	1.87%	Increase by CPI rounded to the nearest whole dollar

## City of Unley Fees & Charges Schedule for 2017-18

	Fees and Charges Including GST 2016-17	Fees and Charges Including GST 2017-18	% increase from 2016-17	Comment
<b>LIBRARIES - GENERAL</b>				
	0.30	0.30		Recommend leave as is as a minimum. We receive regular verbal complaints about our photocopy prices and also have several written ones that can be provided as we charge higher than most other SA library services and businesses. Customers often go to other establishments rather than pay them so predict we would actually make more income if our prices were lower. Our current prices are in line with copying costs across council (customer service, development, community centres) so any changes would require a joint approach. Example Costing: A4 Black & White copy (\$0.006) + 1 sheet A4 paper (\$0.0098) = \$0.0158 cost for Unley. If we charged the community \$0.20 per copy this would still be charging 12.66 times our cost price.
Photocopying B&W A4 (per page)			0.00%	
Photocopying B&W A3 (per page)	0.40	0.40	0.00%	as above
Photocopying Colour A4 (per page)	1.40	1.40	0.00%	as above
Photocopying Colour A3 (per page)	1.50	1.50	0.00%	as above
Overdue Processing Fee	5.00	5.00	0.00%	Inline with One Card state-wide LMS fees
Processing fee for lost library materials (One Card System)	5.00	5.00	0.00%	Inline with One Card state-wide LMS fees
Replacement for lost library cards - child	2.50	2.50	0.00%	Recommend leave as is. Our cost for a library card is \$0.90 so we are already charging approx. 2.8 times our cost price and we aim to stay comparable with other library services
Replacement for lost library cards - adult	2.50	2.50	0.00%	Recommend leave as is. Our cost for a library card is \$0.90 so we are already charging approx. 2.8 times our cost price and we aim to stay comparable with other library services
Payment for lost library materials	at cost	at cost		
Lost item Tags		3.00		New fee to cover the cost of replacing lost item tags (laminated description tag, including RFID tag)
Inter Library loans - eg (Interstate Libraries)	16.50-19.80	16.50-19.80		no change
Renting of glass cases for arts & craft exhibitions & sales by individuals - per week	10.00	10.00	0.00%	Please retain, no increase. This service doesn't have a large uptake so prefer to leave cost as is.
Business advertising	0.00	50.00		new fee - set up for private businesses wanting to advertise during the baby time sessions 15-30 minute time slots

## City of Unley Fees & Charges Schedule for 2017-18

	Fees and Charges Including GST 2016-17	Fees and Charges Including GST 2017-18	% increase from 2016-17	Comment
<b>Digital Literacy Classes</b>				
Group workshops (cost per hour)	10.00	10.00	0.00%	no change
Tech Help (20 minute support sessions on own devices)	Gold coin	Gold coin		
Special children's programs - gold coin donation per child	Gold coin	Gold coin		
Special children's programs - Special performance	8.00	8.00	0.00%	Retain all current fees for programs as is with no increase. These amounts are well known by our customers and for ease of payment, increasing above \$8 would not be practical.
Special children's programs - Special activity sessions	5.00	5.00	0.00%	Retain all current fees for programs as is with no increase. These amounts are well known by our customers and for ease of payment, increasing above \$5 would not be practical.
Special adult's programs _ Special event	5.00	5.00	0.00%	Retain all current fees for programs as is with no increase. These amounts are well known by our customers and for ease of payment, increasing above \$5 would not be practical.
Special adult's programs - Special workshops	15.00	15.00	0.00%	Retain all current fees for programs as is with no increase. These amounts are well known by our customers and for ease of payment, increasing above \$15 would not be practical.
Special adult's programs - gold coin donation per adult	Gold coin	Gold coin		
Special children's programs - Friends of the Unley Libraries Fundraising events	8.00	8.00	0.00%	Retain all current fees for programs as is with no increase. These amounts are well known by our customers and for ease of payment, increasing above \$8 would not be practical.
Adult Language Classes	5.00	5.00	0.00%	Retain all current fees for programs as is with no increase. These amounts are well known by our customers and for ease of payment, increasing above \$5 would not be practical.
<b>OTHER - OneLan System - Promotional Material (Businesses)</b>				
Design of Slide per hr	30.00	32.00	6.67%	
Advertising Space per month	50.00	50.00	0.00%	Recommend to leave as is . Have raised design by higher percentage to allow this to stay a workable round number
<b>OTHER - OneLan System - Promotional Material (Community Groups)</b>				
Design of Slide per hr	30.00	32.00	6.67%	
Advertising Space per month	10.00	10.00	0.00%	Recommend to leave as is . Have raised design by higher percentage to allow this to stay a workable round number

## City of Unley Fees & Charges Schedule for 2017-18

		Fees and Charges Including GST 2016-17	Fees and Charges Including GST 2017-18	% increase from 2016-17	Comment
<b>LIBRARIES - TOY</b>					
	Family per year	45.00	45.00	0.00%	No increase. Concessions fee was increased in 15/16. Fees are already highest for a local-government Toy Library.
	Group per year	65.00	65.00	0.00%	No increase. Concessions fee was increased in 15/16. Fees are already highest for a local-government Toy Library.
	Concessions	35.00	35.00	0.00%	No increase. Concessions fee was increased in 15/16. Fees are already highest for a local-government Toy Library.
	Damaged/Lost Toys - ( * Depreciated Value of Toy)	DVOT	DVOT		
	Temporary Member - Borrowing Fee per loan	5.00	5.00	0.00%	No increase. Concessions fee was increased in 15/16. Fees are already highest for a local-government Toy Library.
	Missing Pieces	2.50-6.00	3.00 - 10.00		increase due to increased cost of toys/ replacement parts
	Overdue processing fee	5.00	5.00	0.00%	In line with One Card state-wide LMS fees
	Lost library cards - child	2.50	2.50	0.00%	Recommend leave as is. Our cost for a library card is \$0.90 so we are already charging approx. 2.8 times our cost price and we aim to stay comparable with other library services
	Lost library cards - adult	2.50	2.50	0.00%	Recommend leave as is. Our cost for a library card is \$0.90 so we are already charging approx. 2.8 times our cost price and we aim to stay comparable with other library services

## City of Unley Fees & Charges Schedule for 2017-18

		Fees and Charges Including GST 2016-17	Fees and Charges Including GST 2017-18	% increase from 2016-17	Comment
<b>MUSEUM</b>					
	Set of 4 historic images on cards with envelopes	8.00	6.00	-25.00%	items have not been selling, there is no on-going cost to the business and need to move stock, so requesting reduction back to 2015-2016 prices.
	Whistler's Unley : Then and Now	25.00	25.00	0.00%	to remain as is to allow for more sales
	From Cottage to Community Centre	8.00	6.00	-25.00%	items have not been selling, there is no on-going cost to the business and need to move stock, so requesting reduction back to 2015-2016 prices.
	A History of Unley and Goodwood	8.00	6.00	-25.00%	items have not been selling, there is no on-going cost to the business and need to move stock, so requesting reduction back to 2015-2016 prices.
	Mornington - A Gentleman's Residence	8.00	6.00	-25.00%	items have not been selling, there is no on-going cost to the business and need to move stock, so requesting reduction back to 2015-2016 prices.
	Walford's Houses	8.00	6.00	-25.00%	items have not been selling, there is no on-going cost to the business and need to move stock, so requesting reduction back to 2015-2016 prices.
	Braested - An English House	8.00	6.00	-25.00%	items have not been selling, there is no on-going cost to the business and need to move stock, so requesting reduction back to 2015-2016 prices.
	Unley Streetscape : 1870 - 1890	8.00	6.00	-25.00%	items have not been selling, there is no on-going cost to the business and need to move stock, so requesting reduction back to 2015-2016 prices.
	House History Searches	35.00	35.00	0.00%	no change - demand does not warrant increase
	Photographic Scanning and Reproduction (minimum charge)	30.00	25.00	-16.67%	no change - demand does not warrant increase
	Photographic Scanning (minimum charge)	30.00	30.00	0.00%	no change - demand does not warrant increase

# City of Unley Fees & Charges Schedule for 2017-18

		Fees and Charges Including GST 2016-17	Fees and Charges Including GST 2017-18	% Increase from 2016-17	Comment
<b>DAMAGE TO FOOTWAY</b>					
	<u>Bitumen</u>				
	1 - 5 square metres	Subject to Quote	Subject to Quote		
	6 - 10 square metres	Subject to Quote	Subject to Quote		
	11 - 15 square metres	Subject to Quote	Subject to Quote		
	greater than 15 square metres	Subject to Quote	Subject to Quote		
	<u>Pavers</u>				
	1 - 5 square metres	Subject to Quote	Subject to Quote		
	6 - 10 square metres	Subject to Quote	Subject to Quote		
	11 - 15 square metres	Subject to Quote	Subject to Quote		
	greater than 15 square metres	Subject to Quote	Subject to Quote		
<b>DRIVEWAY</b>	TOP DRESS BITUMEN-Per square metre	Subject to Quote	Subject to Quote		
<b>KERB</b>	KERB AND WATER TABLE-Per lineal metre	Subject to Quote	Subject to Quote		
<b>REINSTATEMENT</b>					
	UNDERGROUND ELECTRICAL REINSTATEMENT	Subject to Quote	Subject to Quote		
	Across footpath +	Subject to Quote	Subject to Quote		
	Per lineal metre parallel to kerb	Subject to Quote	Subject to Quote		
	NATURE STRIPS Per square metre	Subject to Quote	Subject to Quote		
<b>DISPOSAL OF STORMWATER</b>					
	Stormwater Pipe (80mm) per lineal metre	Subject to Quote	Subject to Quote		
	Box Gutter per lineal metre	Subject to Quote	Subject to Quote		
<b>BOLLARDS &amp; SIGNS</b>					
	To hire - a sign or bollard per week or part thereof	21.00	Subject to Quote		
	To hire - a section of "fencing" per week or part thereof	57.00	Subject to Quote		
<b>KING WILLIAM ROAD DRIVEWAYS/ROAD WAY - PAVERS</b>					

# City of Unley Fees & Charges Schedule for 2017-18

		Fees and Charges Including GST 2016-17	Fees and Charges Including GST 2017-18	% Increase from 2016-17	Comment
	1-5 square metres	Subject to Quote	Subject to Quote		
	6 - 10 square metres	Subject to Quote	Subject to Quote		
	11 - 15 square metres	Subject to Quote	Subject to Quote		
	greater than 15 square metres	Subject to Quote	Subject to Quote		
<b>APPLICATIONS TO ALTER PUBLIC ROAD</b>					
	Authorisation to alter public road	52.00	53.00	1.92%	
<b>BANNERS</b>					
	Installation Cost/Banner	445.00	454.00	2.02%	
	Hire Cost /site/week - commercial organisation	343.00	352.00	2.62%	

# City of Unley Fees & Charges Schedule for 2017-18

		Fees and Charges Including GST 2016-17	Fees and Charges Including GST 2017-18	% increase from 2016-17	Comment
UNLEY SWIMMING CENTRE					Cost comparisons have been undertaken fees set in the mid range - not highest , not lowest
	<u>Admissions</u>				
	Adults	7.00	7.50	7.14%	Have raised the casual rate higher than CPI but intend on leaving memberships at the same rate for the next financial year- this encourages membership purchase over casual income being received.
	Children Under 12 months	Free of Charge	Free of Charge		
	Children 1 - 4 years	4.00	4.00	0.00%	Have changed from 1-4 years instead of 1-5 years to align with centre WAW policy
	Children (5 - 15)	5.50	6.00	9.09%	As per other casual rates- I am raising to encourage membership purchases- have also altered from 6-15 to 5-15 to align charges to WAW policy.
	Carers for mobility impaired	Free of Charge	Free of Charge		
	Family (2 adults + 3 children)	22.00	24.00	9.09%	Raising casual fee to encourage membership purchases that will remain largely unchanged
	Pensions/Unemployed/Health Card Holder	5.50	6.00	9.09%	As other casual rates these are being raised to encourage membership sales that will remain largely the same as previous years.
	Book (10 tickets)	60.00	60.00	0.00%	No change- raised last year- memberships kept on hold and casual rates raised to encourage more membership style purchases
	Concession Book (10 tickets)	50.00	50.00	0.00%	No change- raised last year- memberships kept on hold and casual rates raised to encourage more membership style purchases
	Book (30 tickets)	155.00	155.00	0.00%	No change- raised last year- memberships kept on hold and casual rates raised to encourage more membership style purchases
	Concession Book (30 tickets)	130.00	130.00	0.00%	No change- raised last year- memberships kept on hold and casual rates raised to encourage more membership style purchases
	School Groups (per person) invoice rate structured activity	4.00	4.00	0.00%	No change raised last year - in line with rates provided at other LG Centres
	School Groups (per person) invoice rate un-structured activity	4.50	4.50	0.00%	No change raised last year - in line with rates provided at other LG Centres
	Adult Groups (per person) invoice rate structured activity	5.00	5.00	0.00%	No change raised last year - in line with rates provided at other LG Centres



## City of Unley Fees & Charges Schedule for 2017-18

	Fees and Charges Including GST 2016-17	Fees and Charges Including GST 2017-18	% increase from 2016-17	Comment
Adult Groups (per person) invoice rate un-structured activity	5.50	5.50	0.00%	No change raised last year - in line with rates provided at other LG Centres
Spectators	4.00	4.00	0.00%	No change raised last year
Adult 5 Visit pass (available month of May only)	30.00	30.00	0.00%	No change- raised last year- memberships kept on hold and casual rates raised to encourage more membership style purchases
Concession 5 Visit pass (available month of May only)	25.00	25.00	0.00%	No change- raised last year- memberships kept on hold and casual rates raised to encourage more membership style purchases
Adult 5 Visit Programs pass (available month of May only)	55.00	55.00	0.00%	No change- raised last year- memberships kept on hold and casual rates raised to encourage more membership style purchases
Concession 5 Visit Programs pass (available month of May only)	40.00	40.00	0.00%	No change- raised last year- memberships kept on hold and casual rates raised to encourage more membership style purchases
<b>Learn to Swim</b>				
Block of 10 babies and toddlers	150.00	155.00	3.33%	Raised in line with market research and what other centres charge by comparison
Casual babies and toddler	18.00	18.50	2.78%	Raised in line with market research and what other centres charge by comparison
Block of 10 (L1 -L7)	165.00	170.00	3.03%	Raised in line with market research and what other centres charge by comparison
One on one 1/2 hr	40.00	40.00	0.00%	No raise required based on market comparison
One on one 1/2 hr (per lesson) - Multiple lessons	30.00	30.00	0.00%	No raise required based on market comparison
One on one 1/2 hr block of 5	175.00	175.00		No raise required based on market research
Two on one 1/2 hr	55.00	55.00	0.00%	No raise required based on market research
Two on one 1/2 hr - multiple lessons	45.00	45.00	0.00%	No raise required based on market research
Adult	165.00	170.00	3.03%	No raise required based on market research
<b>Children Parties - 10 Children</b>	155.00	165.00	6.45%	Raised to align with charges at other facilities
extra child	15.50	16.50	6.45%	Raised to align with charges at other facilities
<i>extras are available but not included in above price</i>				
<b>Aquarobics and Yoga</b>				
Casual visit	13.00	13.00	0.00%	No raise required based on market research
Concession casual visit	10.00	10.00	0.00%	No raise required based on market research
Season pass	7.00	7.00	0.00%	No raise required based on market research
10 visit Adult	115.00	115.00	0.00%	No raise required based on market research
10 visit concession	80.00	80.00	0.00%	No raise required based on market research
10 visit season pass holder	70.00	70.00	0.00%	No raise required based on market research

## City of Unley Fees & Charges Schedule for 2017-18

	Fees and Charges Including GST 2016-17	Fees and Charges Including GST 2017-18	% increase from 2016-17	Comment
<b>Group Fitness</b>				
Casual concession class	15.00	15.00	0.00%	No raise required based on market research
Casual adult class	20.00	20.00	0.00%	No raise required based on market research
Concession block (6 weeks)	60.00	60.00	0.00%	No raise required based on market research
Adult block (6 weeks)	80.00	80.00	0.00%	No raise required based on market research
<b>Season Pass</b>				
Adult Season Pass	480.00	495.00	3.13%	Raised based on market research
Concession/Children's Season Pass	365.00	375.00	2.74%	Raised based on market research
Family Season Pass (2 + 3)	960.00	990.00	3.13%	Raised based on market research
<b>Hire Charges</b>				
Lane Hire (casual user per hour)	30.00	30.00	0.00%	No raise required based on market research
Lane Hire (regular user per hour)	20.00	20.00	0.00%	No raise required based on market research
<b>Carnival Hire</b>				
Entire Centre (including Junior pools, Centre closed to public) per hr	180.00	200.00	11.11%	Raised based on market research
Main Pool (8 lanes of main pool, Junior pools open to public) per hour	140.00	180.00	28.57%	Raised based on market research
Water Polo (1/2 the main pool + set up fee)	90.00	120.00	33.33%	Increase due to setup costs required
<b>Unley Amateur Swimming Club (by negotiation)</b>				
<b>Other Groups (by negotiation)</b>				

# City of Unley Fees & Charges Schedule for 2017-18

		Fees and Charges Including GST 2016-17	Fees and Charges Including GST 2017-18	% increase from 2016-17	Comment
<b>DEVELOPMENT SERVICES</b>					
	Category 3 Advertising Charge	500.00	500.00	0.00%	No change
	<b>COPIES DEVELOPMENT APPLICATION Documents</b>				
	Photocopying B&W A4 (per page)	0.30	0.30	0.00%	No plan to update 2017-18 adequately covers cost recovery
	Photocopying B&W A3 (per page)	0.40	0.40	0.00%	No plan to update 2017-18 adequately covers cost recovery
	Photocopying Colour A4 (per page)	1.40	1.40	0.00%	No plan to update 2017-18 adequately covers cost recovery
	Photocopying Colour A3 (per page)	1.50	1.50	0.00%	No plan to update 2017-18 adequately covers cost recovery
	Fee per A1 copy	22.00	22.00	0.00%	No plan to update 2017-18 adequately covers cost recovery
	Fee per A2 copy *	17.00	17.00	0.00%	No plan to update 2017-18 adequately covers cost recovery
	Fee per A0 copy *	27.00	27.00	0.00%	No plan to update 2017-18 adequately covers cost recovery
	<b>COPIES DEVELOPMENT PLAN</b>				
	Development Act 31(3)				
	Hard Copy *	39.00	39.00	0.00%	No plan to update 2017-18 adequately covers cost recovery
	Electronic Copy *	10.50	10.50	0.00%	No plan to update 2017-18 adequately covers cost recovery
	Request to view plans not on notice *		no charge		
	Request to view plans when archived off site *		no charge		
	Certificate of Title (required for planning assessment) *	38.00	38.00	0.00%	No plan to update 2017-18 adequately covers cost recovery
	<b>CAR PARK CONTRIBUTION FUND</b>				
	to be reviewed annually as per Policy				
	<b>LOCAL NUISANCE EXEMPTION - application fee</b>		100.00		New fee for 2017-18 to be reviewed after 12 months
	The Nuisance and Litter regulations 6,1(b) prescribe that Council is to set the fee under the powers of 188 (1)(g) of the Local Government Act				

## City of Unley Fees & Charges Schedule for 2017-18

		Fees and Charges Including GST 2016-17	Fees and Charges Including GST 2017-18	% Increase from 2016-17	Comment
<b>ASSETS &amp; INFRASTRUCTURE</b>					
	<b>ENCROACHMENT PERMIT</b>				
	<b>Application fee</b>	52.10	53.00	1.73%	
	(If the encroachment is approved, the following fees apply in relation to the issue of a Permit for the first year)				
	<b>Type of Encroachment - 1</b>				
	Verandah, cornice, awning, hood, sign (non freestanding), pergola, or covered way projecting from <i>non-residential</i> premises and being used directly for any commercial purpose or activity.				
	15% of the Gross Rental Value of one square metre of the Relevant Adjacent Property multiplied by the area of the verandah, pediment, cornice, awning, hood, sign, pergola, or covered way, expressed in square metres.				
	Minimum fee: \$150.00 (paid per annum and adjusted with Adelaide Consumer Price Index).	160.20	163.00	1.75%	
	<b>Type of Encroachment - 2</b>				
	Any balcony projecting from <i>non-residential</i> premises and being used directly for any commercial purpose or activity.				
	20% of the Gross Rental Value of one square metre of the Relevant Adjacent Property multiplied by the area of the balcony, expressed in square metres.*				
	Minimum fee: \$150.00 (paid per annum and adjusted with Adelaide Consumer Price Index).	160.20	163.00	1.75%	
	<b>Type of Encroachment - 3</b>				
	Verandah, pediment, cornice, awning, hood, sign, pergola, or covered way projecting from <i>residential</i> premises and being used directly for any commercial purpose or activity				
	3% of the Gross Rental Value of one square metre of the Relevant Adjacent Property multiplied by the area of the verandah, pediment, cornice, awning, hood, sign, pergola, or covered way, expressed in square metres.*				
	Minimum fee: \$150.00 (paid per annum and adjusted with Adelaide Consumer Price Index).	160.20	163.00	1.75%	
	<b>Type of Encroachment - 4</b>				
	Any balcony projecting from non-residential premises (except as in paragraph 5)				
	A one-off fee to be paid by the developer. The fee will be determined by independent valuation based on the value added to the site by the encroachment				
	Minimum fee : \$100 adjusted with Adelaide Consumer Price Index	101.70	104.00	2.26%	
	<b>Type of Encroachment - 5</b>				
	Any balcony projecting from premises and being used directly for any commercial purpose or activity				

# City of Unley Fees & Charges Schedule for 2017-18

		Fees and Charges Including GST 2016-17	Fees and Charges Including GST 2017-18	% increase from 2016-17	Comment
	3% of the Gross Rental Value of one square metre of the Relevant Adjacent Property multiplied by the area of the balcony, expressed in square metres.* <i>Minimum fee: \$150.00 (paid per annum and adjusted with Adelaide Consumer Price Index).</i>	160.20	163.00	1.75%	
	<b>Type of Encroachment - 6</b> Any overpass, sky bridge, or other structure, not being a balcony, verandah, pediment, cornice, awning, hood, sign, pergola, or covered way				
	20% of the Gross Rental Value of one square metre of the Relevant Adjacent Property multiplied by the area of the overpass, bridge or other structure expressed in square metres.* <i>Minimum fee: \$150.00 (paid per annum and adjusted with Adelaide Consumer Price Index).</i>	160.20	163.00	1.75%	
	<b>Type of Encroachment - 7</b> Any footing or other structure including any tunnel, duct, underpass, lift of escalator pit, lift or escalator footing or lift overrun. 1% above the annualised last published Consumer Price Index for Adelaide of the value of the area on or under the public street or public place occupied by the encroachment.* <i>Minimum fee: \$150.00 (paid per annum and adjusted with Adelaide Consumer Price Index).</i>	160.20	163.00	1.75%	
	<b>Type of Encroachment - 8</b> Signs and/or advertisements which are not in the form of an applied finish to the encroachment (i.e. painted or stencilled) \$200.00 per square metre of total surface area.* <i>Minimum fee: \$200.00 (paid per annum and adjusted with Adelaide Consumer Price Index).</i>	213.60	218.00	2.06%	
	A fee at 50% of the standard rate described in Parts 1 to 6 above to encroachments applies as follows: • Where a property is State or local heritage listed (or on an interim/provisional list) as contained in the Unley (City) Development Plan or on the State Heritage Register, or contained as a proposed heritage place within a draft Development Plan Amendment; or • Where the property owner demonstrates that the encroachment was constructed prior to 1945, and/or contributes to the historic character of the building (as determined by Council's Heritage Advisory Service provider).				
<b>Permit Renewal and Cancellation</b>	<b>Renewal Fee</b> (subject to adjustment with the Adelaide Consumer Price Index)	107.00	109.00	1.87%	

# City of Unley Fees & Charges Schedule for 2017-18

		Fees and Charges Including GST 2016-17	Fees and Charges Including GST 2017-18	% increase from 2016-17	Comment
	An Encroachment Permit is valid for 12 months upon approval unless a longer term is approved by an appropriate delegate, and may be cancelled or amended if:				
	The owner/occupier fails to comply with the permit conditions (including payment of fees); or				
	• There are changed conditions affecting the encroachment, such as increased risk to health or safety; or				
	• Other valid reasons require cancellation, such as streetscape upgrades or refurbishment.				
	Council will issue annual renewal notices to permit holders. It is the responsibility of the permit holder to ensure the permit is renewed annually, including the payment of fees and the currency of public liability insurance. If a permit lapses or is cancelled (for example due to non-payment of fees), Council should require the land owner to renew the permit or remove the encroachment and reinstate the public realm and any adjacent structure to Council's satisfaction. Council should advise recipients of an Encroachment Permit that it may review the health and safety of the encroachment, its compliance with any conditions and / or request a copy of the owner/occupiers public liability Certificate of Currency at any time.				

## City of Unley Fees & Charges Schedule for 2017-18

		Fees and Charges Including GST 2016-17	Fees and Charges Including GST 2017-18	% Increase from 2016-17	Comment
<b>MISCELLANEOUS ITEMS</b>					
Council Documents					
Meeting Papers, Minutes & Reports to Council					
	Photocopying B&W A4 (per page)	0.30	0.30	0.00%	No plan to update 2017-18 adequately covers cost recovery
	Photocopying B&W A3 (per page)	0.40	0.40	0.00%	No plan to update 2017-18 adequately covers cost recovery
Register					
	Copy Register of Members' Interests (individual return)	6.25	6.25	0.00%	Reflected in photocopy costs
	Copy Register of Members' Interests (complete register)	35.85	35.85	0.00%	Reflected in photocopy costs
<b>VOTERS ROLL</b>					
	<i>The Voters roll is available for inspection free of charge by any member of the public (refer S15ss14 of the LGEA 1999), however, a member of the public may not purchase the roll. The costs listed below apply to standing candidates during an election period only.</i>				
	House of Assembly and Council Roll (Paper Copy)	83.50	83.50	0.00%	No plan to update 2017-18 adequately covers cost recovery
	House of Assembly and Council Roll per ward (Paper Copy) <u>(First paper copy is free - see exception below)</u>	18.80	18.80	0.00%	No plan to update 2017-18 adequately covers cost recovery
	<i>Nominated candidates (once nominations have closed) during an election are entitled to 1 paper copy free of charge of the Council Roll in the relevant Ward that they have nominated for - The candidate must advise if they would prefer the copy in name or street order.</i>				
<b>Photocopying &amp; copies of Council documents otherwise not listed (Including Legislation, By-laws, Code of Practice – Procedures at Meetings, Representation Reviews, Policies, Delegations, etc.)</b>					
	Photocopying B&W A4 (per page)	0.30	0.30	0.00%	No plan to update 2017-18 adequately covers cost recovery
	Photocopying B&W A3 (per page)	0.40	0.40	0.00%	No plan to update 2017-18 adequately covers cost recovery
	Photocopying Colour A4 (per page)	1.40	1.40	0.00%	No plan to update 2017-18 adequately covers cost recovery
	Photocopying Colour A3 (per page)	1.50	1.50	0.00%	No plan to update 2017-18 adequately covers cost recovery
	Investigation and Archival Retrieval where information not readily available from current data (per 30 minutes)	41.70	41.70	0.00%	No plan to update 2017-18 adequately covers cost recovery
	Rate Notice reprints - 1st reprint of current year	Free	Free		
	Further copies or prior years rate notice reprints \$10 each	10.00	10.00	0.00%	No plan to update 2017-18 adequately covers cost recovery
	List Property Addresses & Names (Assessment Records) - cost per entry. As per S 174 (2) LG Act 1999	3.55	3.55	0.00%	No plan to update 2017-18 adequately covers cost recovery
	S.132 LG Act 1999(By-Laws etc)/page	0.30	0.30	0.00%	No plan to update 2017-18 adequately covers cost recovery
	Agenda for Council & Standing page (Section 91(6) LG Act 1999)	0.30	0.30	0.00%	No plan to update 2017-18 adequately covers cost recovery
	Policies per page	0.30	0.30	0.00%	No plan to update 2017-18 adequately covers cost recovery
	Delegations per page (section 44(8) LG Act 1999)	0.30	0.30	0.00%	No plan to update 2017-18 adequately covers cost recovery

**City of Unley Fees & Charges Schedule for 2017-18**

	Fees and Charges Including GST 2016-17	Fees and Charges Including GST 2017-18	% increase from 2016-17	Comment
Council Publications not specified per page	0.30	0.30	0.00%	No plan to update 2017-18 adequately covers cost recovery



## **DECISION REPORT**

<b>REPORT TITLE:</b>	MULTI-YEAR COMMUNITY IMPACT GRANTS PROGRAM
<b>ITEM NUMBER:</b>	881
<b>DATE OF MEETING:</b>	26 JUNE 2017
<b>AUTHOR:</b>	MATTHEW IVES
<b>JOB TITLE:</b>	CULTURAL DEVELOPMENT COORDINATOR

---

### **EXECUTIVE SUMMARY**

The purpose of this report is to seek endorsement of a proposed model to allocate grant funding for multi-year community partnership initiatives within the City of Unley.

Historically Council has allocated funding via Community Grant Agreements separate to other grants programs to provide multi-year financial support to local community organisations for the delivery of elements of their core programs. Organisations supported in the past have included the Unley Concert Band, Urban Myth Theatre of Youth and Eastwood Community Centre.

The allocation of this budget has recently been reviewed by the Administration in line with other grant funding procedures, and it is proposed that a new grants program is established, commencing 2017/18.

Unlike Council's other grant programs, the existing Community Grant Agreements are not guided by an endorsed policy, criteria or procedures for distribution of funds. Instead, funding requests have been distributed on a historical and as-requested basis and subject to Council endorsement without a clear framework for assessing requests. The proposed model removes ambiguity around the process and enables the City of Unley to support innovative, socially inclusive projects on a more sustainable and transparent basis.

Funding for this new model is already provided in Council's Operating Budget for 2017/18 and, unless expanded, no additional funding is required.

### **RECOMMENDATION**

That:

1. The report be received.
  2. The multi-year Community Impact Grants Program and associated Guidelines (Attachment 2 to Item 881/2017) be endorsed.
-

## **1. RELEVANT CORE STRATEGIES/POLICIES**

- 1.1 Community Plan: “Living” – Healthy and Active Community and Collaborative and Engaged Community
- 1.2 Community Grants Program Policy
- 1.3 Small Sponsorship and Donations Scheme Policy
- 1.4 Youth Sponsorship Program Policy

## **2. BACKGROUND**

The City of Unley provides a range of opportunities for community members, groups and organisations to apply for funding for projects and events which benefit the community. This support is provided through Council’s Community Grants Program, Event Sponsorship Program, the Small Sponsorship and Donation Program and Youth Sponsorship Grants. The Community Grants Program provides funding for specific projects that are assessed through set criteria and allocated twice a year through a competitive process.

In addition to the above, historically Council has also allocated funding to provide multi-year financial support to community organisations based in the City of Unley to support elements of their core programs. These Community Grant Agreements have supported organisations such as the Unley Concert Band, Urban Myth Theatre of Youth and Broughton Arts Society.

In 2016/17, \$41,612 was allocated to Community Grant Agreements and organisations with current agreements include:

- Broughton Art Society (\$5,000 per annum, currently in year 2 of a 3 year agreement – funding to cease in 2017/18);
- Clarence Park Community Centre Inc. Volunteers Transition (\$5,000 per annum – in year 2 of a 2 year agreement – funding to cease 2016/17);
- Rosefield Men’s Shed (\$7,500 per annum, in year 1 of a 2 year agreement – funding to cease in 2017/18).

Unlike Council’s other grant programs, the existing Community Grant Agreements are not guided by an endorsed policy or process for distribution of funds. Rather, funding has been distributed on a historical and as-requested basis, subject to Council endorsement without clear framework for assessing requests

### 3. **DISCUSSION**

#### **Overview of the Community Grant Agreements Review**

A review of the financial support provided via multi-year Community Grant Agreements was conducted between November 2016 and May 2017 with the aim of identifying opportunities to:

- improve the process by establishing clear criteria, objectives and evaluation;
- support innovative and socially inclusive projects on a more sustainable and transparent basis;
- improve the level of equity and fairness in grant distribution;
- ensure maximum community value and equity; and
- align a program with good practice.

The review considered research of good practice models from international sources, a comparative study of grant arrangements in other local government areas and the views expressed by community groups and past and present recipients through a proactive engagement process. The key findings of the review have been considered in the proposed model.

#### **Key findings**

- 1) **A strong desire of community groups for a longer-term financial commitment from Council and improved partnerships within the local community in addressing complex social issues.**

The City of Unley community has a long tradition of actively responding to community needs and enhancing community spirit, often on a voluntary basis. This is a strength of our community and as such, an opportunity exists to realise some of the long term objectives of Council's strategic plans by working in partnership with the community. Research emphasised the importance of partnerships across organisations, groups and sectors to tackle multifaceted social issues. Grant funding is often a catalyst for the establishment of partnerships in addressing complex community issues.

- 2) **The need to create clear and transparent process for community groups applying to Council for multi-year financial support.**

Council does not currently have a formal process for community groups to apply for multi-year funding. There are some concerns in regard to equity, as well as an opportunity to create a process whereby requests can be considered in relation to the merit and community value provided.

- 3) **The support from community groups for the continuation and formalisation of multi-year funding agreements.**

Multi-year funding provides the opportunity to address social issues and develop innovative projects which require longer timeframes to achieve outcomes. In addition, multi-year funding allows grantees to develop their plans for sustainability and evaluate their project over time. The level of funding is also greater than the upper limit of \$4,000 for the Community Grants Program.

## **Proposed Community Impact Grants Program**

To respond to the above findings and to improve the coordination of Council's multi-year grants agreement process, it is proposed that a Community Impact Grants Program is established to provide three-year funding to community initiatives that directly benefit the City of Unley community and promote social inclusion. The proposed program is designed to complement existing Council grants programs and to build on the strengths of the community as the source of solutions to identified community need. This proposed grants program aligns to Local Government's strength as a broker, rather than service provider. It presents an opportunity to strengthen the City of Unley's social and community leadership by supporting stakeholders and interest groups to undertake new projects, which contribute to Council's strategic direction in social inclusion.

It is proposed that the total grant pool would be \$30,000 per annum for the maximum 3-year agreements (noting some funding from the Community Grant Agreement budget line has already been committed to existing agreements). Applicants would be encouraged to apply for amounts between \$5,000 and \$10,000 per annum.

Grant applications will be assessed by the Administration, and involve an Elected Member working party to discuss the applications at the same time as the Community Grants Program applications. Recommendations for funding will be presented to Council for endorsement.

In addition to the 3-yearly formal application round, the opportunity to support projects through a 'Community Chest' will become available from 2018/19 when all current funding agreements expire. Successful applicants will be required to meet all the same criteria and will be approved at the discretion of the General Manager City Services in consultation with Elected Members. These funds are to be used to support opportunities and programs that arise on an 'ad-hoc' basis throughout the year.

This revised model:

- 1) Creates a clear process and guidelines for groups seeking multi-year support from Council, and thus improves the funding application experience for community groups by offering clear information on how to apply for funding.
- 2) Enables Council to leverage community strengths and foster partnerships in addressing complex social needs.
- 3) Ensures maximum community value from financial support provided by Council.
- 4) Meets the needs of funding requests beyond the current financial limits and criteria.
- 5) Is funded from the existing budget allocation as endorsed by Council.

6) Ensures equity, consistency and fairness of grant distribution.

Attachment 1 to Item 881/17 presents the current grants and sponsorship funding opportunities alongside the proposed Community Impact Grants model.

*Attachment 1*

Attachment 2 to Item 881/17 presents the proposed Community Impact Grants Guidelines and Assessment criteria. Should the proposed program be endorsed, a detailed application for addressing the criteria will be developed.

*Attachment 2*

Proposed Rollout:

It is recommended that the Community Impact Grants Program commences from 2017/18, with \$30,000 available.

In 2018/19 an additional \$12,500 per annum would become available (as existing agreements expire). It is recommended that this is reserved as a Community Chest for opportunities and new projects that arise throughout the 3 year funding period.

This model provides for one formal round of funding every three years, with approximately \$42,500 committed.

By 2020/21 all funding commitments will have ceased, which provides the opportunity to review the program.

2017/18	2018/19	2019/20		2020/21
Year 1 of 3-year agreements commence (\$30K)	Year 2 of 3-year agreements continue (\$30K)	Year 3 of 3-year agreements cease (\$30K)	Review	New 3 year agreements commence (\$42.5K) (Y1) <b>OR</b> New 3 year agreements commence (\$30K) (Y1) Approx \$12.5K Community Impact Chest <b>OR</b> Other program structure following review.
\$12.5K committed (Broughton Arts Society and Rosefield Community Shed)	Approx \$12.5K Community Impact Chest	Approx \$12.5K Community Impact Chest		
\$42.5k committed	\$42.5k committed	\$42.5k committed		

The proposed timeframe for the Community Impact Grants Program is:

July	Grants open.
September	Grants close.
October	Grants assessed.
November	Council approval is sought at the same time as the Community Grants Program, providing the opportunity to discuss the applications at an Elected Member working group.
December	Letter of Offer to successful applicants. Funding Released.*

- \* Projects must be completed by December 2020, thereby providing successful applicants three full years to complete their project.

## **COMMUNITY ENGAGEMENT**

Over the past six months, the Administration has invited local community groups and other agencies who work with our local community to attend sessions with key staff. The purpose was to listen to the needs of our community groups and gain their views on a potential new funding model. This led to several one-on-one meetings and a Mayor's Round Table meetings with community groups. Thirteen organisations, representing local community groups and not for profit agencies, took part in these meetings.

Additionally, the Administration has met with the Unley Concert Band to discuss their particular needs and to ensure that historic agreements such as theirs are considered in the proposed model.

Community groups were supportive of a proposed program, which would provide the opportunity for multi-year funding with clear criteria. The community put forward their recommendations that included an emphasis on partnership, multi-year support, clearer processes and better networking in moving forward.

## **4. ANALYSIS OF OPTIONS**

### **Option 1 – The multi-year Community Impact Grants Program and associated Guidelines be endorsed.**

A new multi-year Community Impact Grants Program to be established utilising the existing budget for Community Grant Agreements. From 2018/19 a Community Impact Chest would be introduced, providing flexibility to respond to emerging community needs. The new Community Impact Grants Program has the potential for the City of Unley to support innovative socially inclusive projects on a more sustainable and transparent basis. It has clear criteria and evaluation processes and is funded through the existing allocation in Council's Operating Budget.

Option 2 – The multi-year Community Impact Grants Program and associated Guidelines be endorsed with amendments.

Council may wish to make amendments and/or additions to the proposed multi-year Community Impact Grants Program and Guidelines. Should Council wish to amend the program, consideration should be given to the desired outcomes of this program, financial impacts and community perception regarding equity and transparency of decision making.

Option 3 – The multi-year Community Impact Grants Program and Guidelines are not endorsed, and Community Grant Agreements are retained in their current format.

The Community Grant Agreements remain as is and funding is provided on an as-requested basis, with individual contracts negotiated with grantees. This option is not guided by any clear criteria for eligibility and therefore lacks consistency and transparency of funding.

**5. RECOMMENDED OPTION**

Option 1 is the recommended option.

**6. POLICY IMPLICATIONS**

**6.1 *Financial/budget***

There is a proposed annual operating budget in 2017/18 of \$42,440 for Community Grant Agreements. Option 1 requires no change or additional funding.

**6.2 *Legislative/Risk Management***

Option 1 ensures greater transparency and probity in administering the funds, as well as maximising community outcomes.

**6.3 *Staffing/Work Plans***

The Administration will be required to prepare the application and guideline documents associated with Option 1, as well as promoting the new program.

Combining the new program with the existing Community Grants assessment and approval process will streamline administrative processes.

**6.4 *Environmental/Social/Economic***

Option 1 has the potential to positively impact all of Council's key strategic directions.

## **6.5 Stakeholder Engagement**

Community organisations and interest groups have provided their input over several years via Mayor's Round Tables and Administration engagement. They have demonstrated their interest in applying for a multi-year grant.

## **7. REPORT CONSULTATION**

John Wilkinson, Sport and Recreation Planner  
Kat Ryan, Coordinator Environmental Projects and Strategy  
Michael Carey, Manager Finance  
Julie Lister, Acting Group Manager Governance & Risk

## **8. ATTACHMENTS**

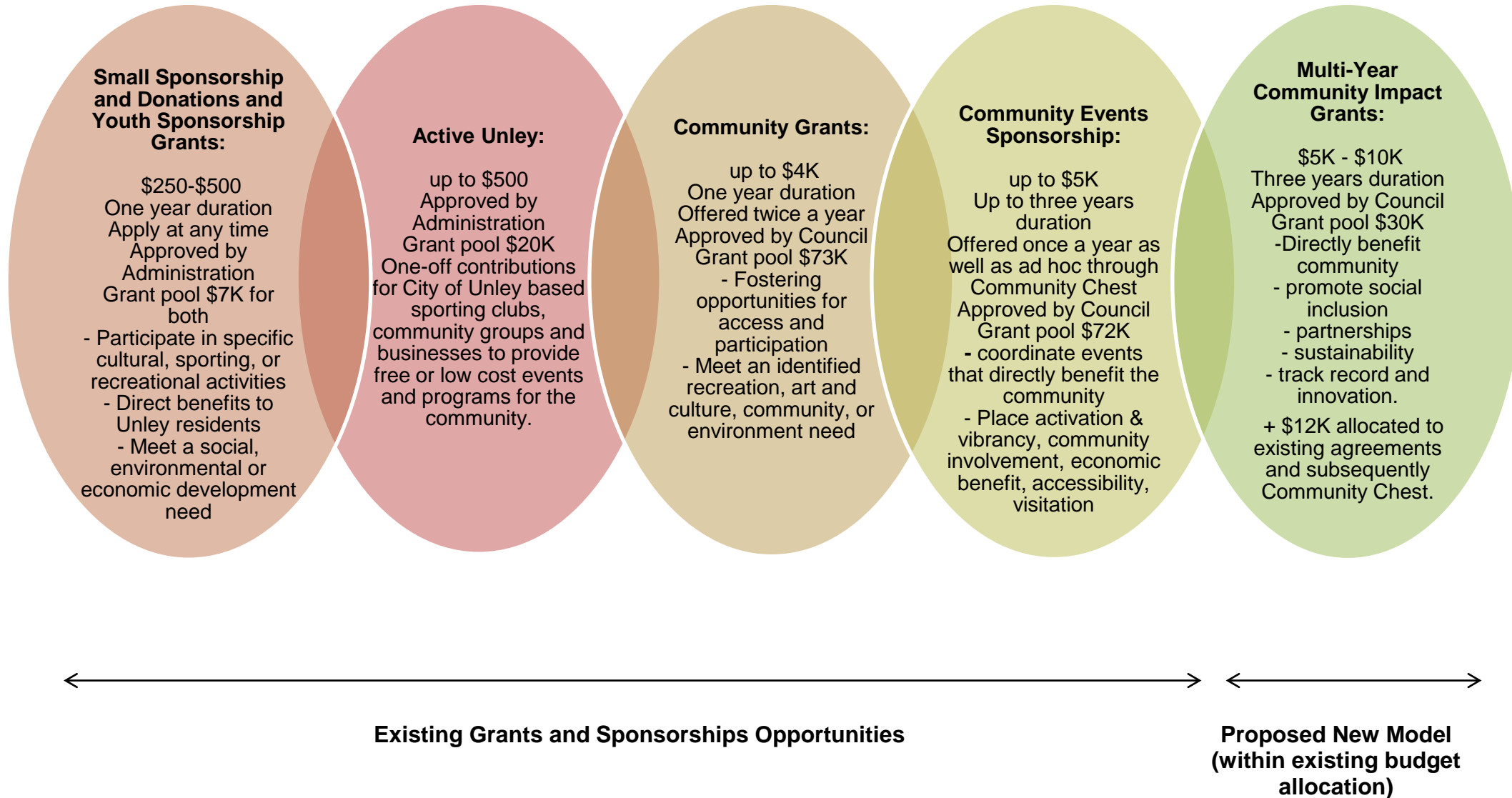
Attachment 1 – Proposed Grants and Sponsorship Funding  
Attachment 2 – Community Impact Grants Program Guidelines and Assessment criteria

## **9. REPORT AUTHORISERS**

<b><u>Name</u></b>	<b><u>Title</u></b>
Megan Berghuis	General Manager City Services



## Proposed Grants and Sponsorship Funding (Total allocation: \$221,000)





## **Community Impact Grants Guidelines and Assessment criteria.**

The proposed eligibility criteria for projects seeking funding through the new program are:

- Aligned with Council's Strategic Direction, the Community Plan 2033 and the 4 Year Plan.
- Benefit to local community – Applications must directly benefit the Unley community and demonstrate their likely impact and how they will address identified needs.
- Promoting social inclusion – Applications should demonstrate a commitment to being accessible, to involve Unley's diverse community and to promote collaboration and connection.
- Partnership – Applications must outline a plan for how they will engage and partner with community members, groups and organisations. Partnerships are encouraged to break down 'silos' and work across industry sectors. The project could meet a shared agenda between the partners.
- Innovation – Applications must identify a new creative activity, partnership, or way of working on a community issue or possibility.
- Track record – Applicants must have a proven track record of engaging the community and delivering measureable outcomes.
- Sustainability - Applications should demonstrate a commitment to continuous quality improvement of the project and a movement towards further longevity.
- Project Planning and Budget – Applicants must demonstrate knowledge and expertise about their project area and have a clear plan and budget in place.

It is proposed that all funding available will contribute towards any costs associated with meeting project objectives (up to the agreed amount) could include:

- materials;
- equipment;
- promotion;
- venue hire;
- project staff to undertake the specific project;
- volunteer reimbursements;
- professional development;
- data collection research and evaluation

Any community group could apply, as long as a legal entity auspices or manages the grant, and the grant is used for not-for-profit activities.

Grantees will be required to acknowledge Council support on all promotional material and provide a brief annual report of the project including a financial statement as part of the monitoring process of the grant agreements.

## DECISION REPORT

**REPORT TITLE:** YOUNG AND PORTER STREETS  
INTERSECTION – BIKE ROUTE CHANGES

**ITEM NUMBER:** 882

**DATE OF MEETING:** 26 JUNE 2017

**AUTHOR:** SATYEN GANDHI

**JOB TITLE:** TRANSPORT AND TRAFFIC LEAD

---

### **EXECUTIVE SUMMARY**

At its meeting held on 10 April 2017, Council endorsed the following:

*The Council notes on-going concerns about the safety of road users including cyclists at the intersection of Young Street and Porter Street, Parkside, both with the present configuration and with the proposed changes to better accommodate the Rugby – Porter Street bikeway.*

- The detailed design process places a priority focus on the safety of all users of the junction including pedestrians, cyclists and motorists and any necessary changes made to the endorsed concept if and as required.*
- An independent traffic engineering specialist firm undertakes the detailed design.*
- This should include the physical features or signage to eliminate any potential safety hazards of concern to the designers.*
- The findings of the traffic engineering specialist be brought back to Council prior to a decision being made.*

Following this, Administration engaged Greenhill Engineers whose personnel are accredited Road Safety Auditors and experienced traffic engineering designers.

Greenhill Engineers undertook a safety review of the proposed design and also detailed design works. These reviews involved on-site investigations and design checks. While the safety review identified that the proposed layout is safe, it did identify a number of safety and operational improvement opportunities. These recommendations are incorporated in the designs of Young/Porter Streets intersection (Attachment 1 to Item 882/17).

The safety review also confirms that the proposed design will result in increased road user awareness, better sight lines and slower vehicle speeds. Overall, this will improve safety for all road users. As part of the design process, an engineering survey was also undertaken and it identified stormwater issues which have been rectified in the design. The stormwater improvement has resulted in a slight modification to the raised platform at the intersection. (Attachment 2 to Item 882/17)

The additional design and safety review has meant that the changes to the intersection could not be completed in 2016/17 financial year. However, the co-funding arrangements with DPTI specified for the 2016/17 financial year has been extended until 31 October 2017, following negotiations with Administration. Subject to Council decision on the matter, the project can be delivered in revised time frame.

### **RECOMMENDATION**

That:

1. The report be received.
  2. Changes to the Young and Porter Streets intersection as outlined in Attachment 2 be incorporated in the final design.
  3. Tenders be called for the construction of the endorsed works.
  4. Residents in the vicinity of the Young and Porter Streets intersection be advised of Council's decision.
-

## **1. RELEVANT CORE STRATEGIES/POLICIES**

### **1.1 Community Plan 2033 – Moving theme**

- An integrated, accessible and pedestrian-friendly city
- Alternative travel options

## **2. DISCUSSION**

### **2.1 Background and Council direction**

At its meeting held on 10 April 2017, Council endorsed the following in relation to Young/Porter Streets intersection works:

*The Council notes on-going concerns about the safety of road users including cyclists at the intersection of Young Street and Porter Street, Parkside, both with the present configuration and with the proposed changes to better accommodate the Rugby – Porter Street bikeway.*

- *The detailed design process places a priority focus on the safety of all users of the junction including pedestrians, cyclists and motorists and any necessary changes made to the endorsed concept if and as required.*
- *An independent traffic engineering specialist firm undertakes the detailed design.*
- *This should include the physical features or signage to eliminate any potential safety hazards of concern to the designers.*
- *The findings of the traffic engineering specialist be brought back to Council prior to a decision being made.*

Following this direction, the Administration engaged Greenhill Engineers to undertake an independent safety review and detailed design works. The staff of Greenhill Engineers are accredited Road Safety Auditors in South Australia as approved by DPTI.

### **2.2 Safety review and design elements**



Aligned with Council direction Greenhill Engineers have now undertaken the safety review of the proposed treatment at Young/Porter Streets intersection (Attachment 1 to Item 882/17). The review recommended proposed changes to slow vehicle speeds, improve driver awareness of the intersection and reduce the likelihood of right turn or right angle crashes at the intersection. The review also identified a number of detailed design, operational and safety improvement opportunities which could be considered in the detailed design process. The audit also confirmed that the general preliminary design layout and junction configuration was safe and appropriate. (Attachment 1 to Item 882/17)


A key part of the detailed design process included an engineering survey to identify any storm water issues. As a result of this survey the proposed treatment needs to be modified to improve some existing stormwater issues, and consequently, the proposed raised platform treatment has been modified to improve the stormwater infrastructure at this location. Some other key elements

of the design are the provision of additional street lighting and reducing existing vegetation to improve the sight lines (Young Street west).

Attachment 2 shows the amended design incorporating the recommendations and relevant engineering issues. (Attachment 2 to Item 882/17). Tables below show an extract of Safety Review' improvement opportunities and Council response to the recommendations from Greenhill Engineers:

**Safety**

Item	Finding	Recommendation	Council's Acceptance (Yes/No)
1.	 <p>The overgrown vine on the veranda may obstruct sight lines.</p>	Consider removal or establish regular pruning schedule.	Yes – recommendation is supported.  Sight distance will be maintained for all road users through either pruning or if & when required removal of offending plant
2.	 <p>Sight line from Young Street (west) to the north is restricted by the building and fence on the corner. Drivers may not see cyclists approaching the intersection.</p>	Consider additional warning sign on Young Street in advance of the intersection.	Yes – recommendation is supported – an advance warning sign is to be included as part of the works

3.	There are overhead cables at this intersection. The proposed raised intersection platform will reduce the current vertical clearance.	Review minimum vertical clearance required. If required, consider implementing a load limit on the road.	Yes – undertaken as part of detailed design process. Following design process a load is not required
4.	 <p>Sight line on Young Street (west) to cyclists approaching the intersection from the north may be obstructed by the tree located on the north-west corner of the intersection.</p>	Consider to remove the tree to improve sight line.	Yes – accepted  The offending tree is to be removed and residents will be notified as part of our advice on proceeding with the work (assuming Council endorses the recommendation)


### **Operational**

Item	Finding	Recommendation	Council's Acceptance (Yes/No)
5.	<p>The proposed treatment is to give Porter Street the priority. Vehicles on Porter Street (south) turning right into Young Street (east) shall give-way to the southbound cyclists.</p> <p>Drivers' compliant may be low as it is unclear for drivers to give-way for cyclists entering the intersection.</p> <p>The intersection turning count undertaken in November 2016 showed that there were 10 vehicles turning right into Young Street (east) in the morning peak hour and only 4 vehicles in the afternoon.</p>	Consider additional warning sign to warn drivers beware of cyclists.	Yes – supported An appropriate sign will be erected as part of the works
6.	<p>The proposed treatment requires vehicles on Young Street to stop and give-way to traffic on Porter Street including cyclists via a 'Stop' control.</p> <p>Drivers compliant may be low due to low traffic volumes and slow speed environment. The raised intersection platform treatment will further reduce vehicles speed at this intersection.</p>	Consider additional warning sign on Young Street in advance of the intersection.	Yes – supported An appropriate sign will be erected as part of the works



7.	<p>The proposed pedestrian movements across the intersection are not clear.</p> <p>It is assumed that the existing pedestrian movements across the intersection are to be retained.</p>	<p>Reduce the extent of the raised central median on Porter Street to facilitate pedestrian access.</p> <p>Additional kerb ramps to be considered in detailed design.</p>	<p>Yes – will be implemented as part of the works</p>
8.	<p>Cyclists in the proposed treatment are required to give-way to pedestrian on Young Street footpath via a 'give way' line marking control.</p> <p>Northbound cyclist may require to stop within the kerb protuberance area and give-way to the east-west pedestrian movements.</p> <p>The turning count (November 2016) showed that there were 145 northbound cyclists recorded on Porter Street in the morning peak hour.</p>	<p>Ensure storage length in the protuberance caters for bicycle storage.</p> <p>Austroads Guide to Road Design suggests</p> <p>Absolute min. 2.0m and desirable 3.0m</p>	<p>Yes – included in the designs</p>

### **Design**

Item	Finding	Recommendation	
9.	 <p>There are several stormwater pits located at the intersection. Surface stormwater runoff will need to be free draining to these pits.</p>	<p>Cut out may be required in the proposed kerb protuberance to allow stormwater runoff entering the existing pits.</p> <p>There may be opportunity to consider water urban sensitive design elements.</p>	<p>Yes – recommendations included in the detailed design process</p>
10.	<p>The proposed kerb protuberances will be constructed on top of the raised platform and is likely to have a level higher than the existing footpath.</p> <p>A design consideration is required to match back the footpath existing level.</p>	<p>Some footpath may be required to be regraded to avoid any localised ponding.</p> <p>Alternatively, concrete plinth may be considered.</p>	<p>Yes – accepted and will be implemented as part of the works</p>

11.	Currently, there is only one street light at the intersection.  Additional street lights may be required at the start of the platform ramps. Minor pruning of roadside vegetation may be required to improve luminance at night.	Undertake street lighting assessment and upgrade existing street lighting if required.	Yes – lighting upgrade is supported
12.	There are overhead cables at this intersection. The proposed raised intersection platform will reduce the current vertical clearance.	Review minimum vertical clearance required.  If required, consider implementing a load limit on the road.	Yes – included in detailed design considerations

### **2.3 DPTI co-funding of the works**

As previously reported to Council at its meeting on 27-28 February 2017, the proposed upgrade works along Rugby-Porter Streets bikeway are to be co-funded by DPTI on a dollar for dollar basis terms. Accordingly, a funding agreement is in place for the works to be delivered in 2016/17 financial year. However, due to the engagement of independent design firm and additional report to Council, the original work schedule has been delayed and as such, the works will now be undertaken in the 2017/18 financial year, subject to Council endorsement. The Administration has negotiated an extension of the funding term with DPTI up to 31 October 2017. Aligned with this, Council's co-contribution amount will need to be carried forward in to the next financial year's budget.

### **3. ANALYSIS OF OPTIONS**

Option 1 – Changes to the Young and Porter Streets intersection as outlined in Attachment 2 be incorporated in the final design. Tenders be called for the construction of the endorsed works. Residents in the vicinity of the Young and Porter Streets intersection be advised of Council's decision.

This option incorporates safety review recommendations and detailed designs as proposed by the independent design firm Greenhill Engineers. The proposal should improve safety at the intersection for all road users. The design will substantially address the existing stormwater issues identified during the detailed design process. The changes will mean Young/Porter Streets intersection is one of the key nodes within Rugby-Porter Streets Bikeway: the treatment will ensure all road users are negotiating this intersection at a slower speed, resulting in improved safety for all users. Associated with this option are the upgrades of street lighting and sightline improvements: these elements will alleviate the safety issues experienced by cyclists and other users of the intersection.

## Option 2 – Provide an alternative option

Council may choose to provide alternative direction on the matter.

### **4. RECOMMENDED OPTION**

Option 1 is the recommended option.

### **5. POLICY IMPLICATIONS**

#### **5.1 *Financial/budget***

DPTI is co-funding the works on dollar for dollar basis. The funding agreement terms have been renegotiated to accommodate the revised work schedule. Council's portion of funding, of \$67,500 for stage 1 of Rugby Porter Streets Bikeway, will also need to be carried forward in next financial year's budget.

#### **5.2 *Legislative/Risk Management***

There are no foreseeable adverse legislative implications with the recommendations.

If Council continue to delay the improvements to this junction the DPTI contribution may be forfeited.

#### **5.3 *Staffing/Work Plans***

The works have been initially planned for the 2016/17 financial year, however following the Council direction, the timeline of the project has to be revised for installation in first quarter of 2017/18 financial year. Should Council endorse the recommendation, Young/Porter Streets works will be included in amended work plans for next financial year.

#### **5.4 *Environmental/Social/Economic***

Improved cycling and pedestrian infrastructure has a direct impact on the community utilising active modes of travel.  
A key focus of the design has been towards improving safety for all road users.

#### **5.5 *Stakeholder Engagement***

Council undertook significant community engagement on the project. A detailed copy of responses has been made available at the Elected Members Room for their information.

If recommended option is endorsed by Council residents in the vicinity of the junction will be advised of Council's decision.

**6.     REPORT CONSULTATION**

Strategic Assets Team  
Finance Team

**7.     ATTACHMENTS**

Attachment 1 – Safety review report  
Attachment 2 - Designs drawing

**8.     REPORT AUTHORISERS**

<b><u>Name</u></b>	<b><u>Title</u></b>
John Devine	General Manager City Development

# GREENHILL

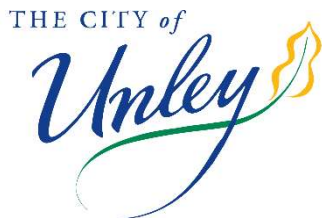
## Porter St / Young St Intersection, Parkside Safety Review of the Raised Intersection Platform Proposal



# Porter St / Young St Intersection, Parkside

## Safety Review of Raised Intersection Platform Proposal

Prepared for



Document Ref : 14690 Porter St\_Young St Raised Platform Safety Review

Date: Thursday, 8 June 2017

Prepared by: Stephen Chan, Senior Engineer – Civil and Traffic

Reviewed by: Peter Tan, Manager Transport and Infrastructure

### Revision History

Revision	Revision Date	Details	Authorised	
			Author	Reviewer
A	1 May 2017	For Approval	S.Chan	P.Tan
B	3 May 2017	Final Report	S.Chan	P.Tan
C	8 June 2017	Updated 2016 Traffic Data	S.Chan	P.Tan

© Greenhill Engineers Pty Ltd 2017

The information contained in this document produced by Greenhill Engineers Pty Ltd is solely for the use of the Client identified on the cover sheet for the purpose for which it has been prepared and Greenhill Engineers Pty Ltd undertakes no duty to nor accepts any responsibility to any third party who may rely upon this document.

All rights reserved. No section or element of this document may be removed from this document, reproduced, electronically stored or transmitted in any form without the written permission of Greenhill Engineers Pty Ltd.

# Contents

---

- 1.0 Introduction..... 3
- 2.0 Existing Conditions..... 3
  - 2.1 Site Inspection ..... 3
  - 2.2 Traffic Data ..... 4
  - 2.3 Crash Data ..... 4
- 3.0 Proposed Intersection Upgrade ..... 5
- 4.0 Findings and Recommendations..... 6
  - 4.1 Safety Issues ..... 6
  - 4.2 Operational Issues..... 7
  - 4.3 Design Issues..... 8

## 1.0 Introduction

---

GREENHILL has been engaged by the City of Unley (Council) to undertake an independent safety review of the proposed raised intersection platform treatment at the Porter Street and Young Street intersection, Parkside. The review is focused on identifying the suitability of the proposed treatment and road safety issues at this intersection.

The proposed intersection upgrade forms part of Council's strategy to improve cycling infrastructure and connectivity along the north-south bicycle corridor within the Council area.

## 2.0 Existing Conditions

---

### 2.1 Site Inspection

GREENHILL undertook a site inspection on Wednesday 26 April 2017. The inspection occurred during the day and the road conditions were slightly wet from the 'light showers'. The following observations were made:

- Porter Street/Young Street intersection is a four-way intersection with a 'bicycle only' lane on the northern side of Porter Street. The eastern leg of Young Street is a 'No Through' Road.
- East-west movements on Young Street currently have priority over Porter Street, with vehicles on Porter Street southern approach required to give-way to Young Street traffic via a 'Stop' control.
- Porter Street north provides access to cyclists to the intersection with separated northbound and southbound bicycle paths. The cyclists are required to give-way to pedestrians and vehicles on Young Street via a 'Give-way' control.
- Other traffic control managements in the vicinity of the intersection include:
  - Parallel parking is on both sides of Young Street and Porter Street. A 4-hour parking restriction was observed on Young Street.
  - A 2-hour parking restriction on the western side of Porter Street north. There is an AM peak hours parking restriction (i.e. 8.00 to 10.00am) on the eastern side of Port Street north.
  - There is no parking restriction on both sides of Porter Street south and consequently the road width is reduced to a single lane with vehicles parking along the kerb line.



## 2.2 Traffic Data

### Young Street

The vehicle classification survey undertaken between Unley Road and Porter Street in November 2016 showed that this section of Young Street has an estimated annual average daily traffic (AADT) volume of about 800 vehicles per day. The 85<sup>th</sup> percentile vehicle speed along this road was recorded as 40km/h.

### Porter Street

The vehicle classification survey undertaken between Dunks Street and Ella Street in February 2015 showed that the estimated AADT was about 1,100 vehicles per day and the 85<sup>th</sup> percentile vehicle speed was recorded as 40km/h.

## 2.3 Crash Data

A review of the available crash data on the SA Government "Location SA Map Viewer". Two crashes were recorded at this intersection, of which resulted in one serious injury. One was a right-angle crash and the other is an 'rollover' crash.

Cyclists were involved in the reported crashes at this intersection.

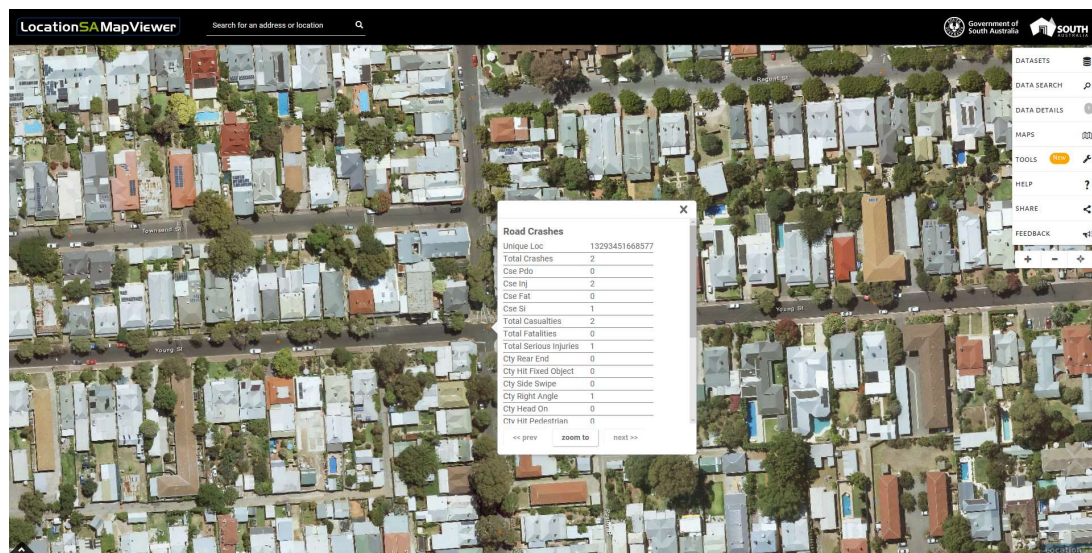


Figure 1 – Crashes on Location SA Map Viewer

Reference: <http://location.sa.gov.au/viewer/>

### 3.0 Proposed Intersection Upgrade

The proposed intersection upgrade is to alter the priority of the intersection to give traffic on Porter Street (both motorist and cyclist) priority and to install a raised intersection platform. The proposed treatment is aimed at increasing visibility to all road users at this intersection. See Figure 2 below.

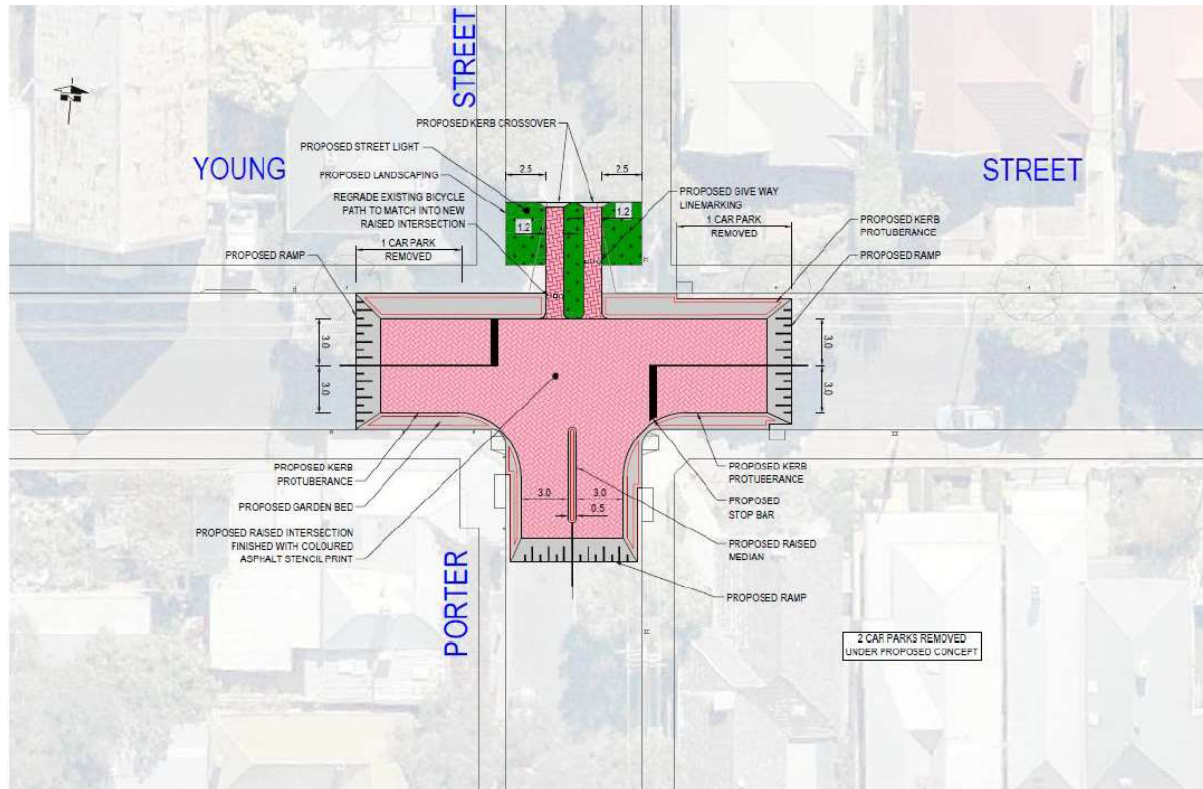


Figure 2 – Proposed Raised Intersection Platform

The design report undertaken by Wallbridge & Gilbert identified the key features of the proposed upgrade to be:

- Installation of a raised intersection platform with coloured stencilled asphalt.
- Installation of raised pavement markings on all approaches.
- Installation of stop signs and hold lines on Young Street approaches.
- Road narrowing treatment on all approaches via introducing kerb extensions.
- Installation of raised central median on Porter Street southern approach.


## 4.0 Findings and Recommendations

The proposed raised platform at this location will provide a number of safety benefits such as:

- a) Slowing vehicle speed down at the intersection, improving safety for motorists, cyclists and pedestrians.
- b) Providing an improved driver awareness of the intersection.
- c) Reducing right turn or right-angle crashes between vehicles and/or vehicles and cyclists.

GREENHILL has identified a number of safety, operational and design issues for Council to consider when undertaking the detailed design of the raised intersection treatment.

### 4.1 Safety Issues

Item	Finding	Recommendation
1.	The overgrown vine on the veranda may obstruct sight lines. 	Consider removal or establish regular pruning schedule.
2.	Sight line from Young Street (west) to the north is restricted by the building and fence on the corner. Drivers may not see cyclists approaching the intersection. 	Consider additional warning sign on Young Street in advance of the intersection.
3.	There are overhead cables at this intersection. The proposed raised intersection platform will reduce the current vertical clearance.	Review minimum vertical clearance required. If required, consider implementing a load limit on the road.


4.	Sight line on Young Street (west) to cyclists approaching the intersection from the north may be obstructed by the tree located on the north-west corner of the intersection.		Consider to remove the tree to improve sight line.
----	---	--	--

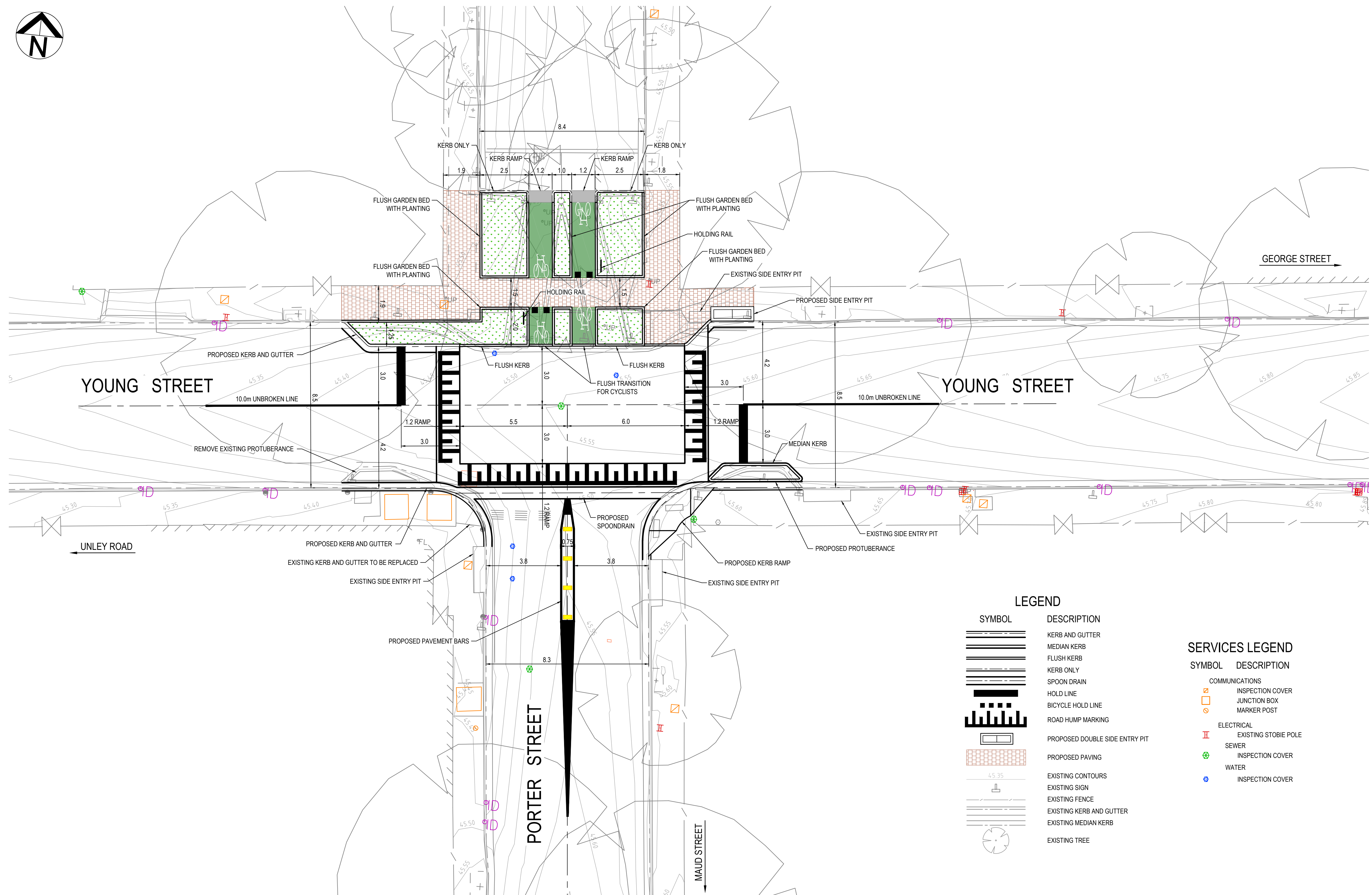
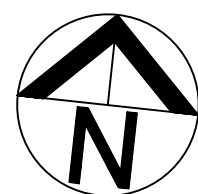
## 4.2 Operational Issues

Item	Finding	Recommendation
5.	<p>The proposed treatment is to give Porter Street the priority. Vehicles on Porter Street (south) turning right into Young Street (east) shall give-way to the southbound cyclists.</p> <p>Drivers' compliant may be low as it is unclear for drivers to give-way for cyclists entering the intersection.</p> <p>The intersection turning count undertaken in November 2016 showed that there were 10 vehicles turning right into Young Street (east) in the morning peak hour and only 4 vehicles in the afternoon.</p>	Consider additional warning sign to warn drivers beware of cyclists.
6.	<p>The proposed treatment requires vehicles on Young Street to stop and give-way to traffic on Porter Street including cyclists via a 'Stop' control.</p> <p>Drivers compliant may be low due to low traffic volumes and slow speed environment. The raised intersection platform treatment will further reduce vehicles speed at this intersection.</p>	Consider additional warning sign on Young Street in advance of the intersection.
7.	<p>The proposed pedestrian movements across the intersection are not clear.</p> <p>It is assumed that the existing pedestrian movements across the intersection are to be retained.</p>	<p>Reduce the extent of the raised central median on Porter Street to facilitate pedestrian.</p> <p>Additional kerb ramps to be considered in detailed design.</p>
8.	<p>Cyclists in the proposed treatment are required to give-way to pedestrian on Young Street footpath via a 'give way' line marking control.</p> <p>Northbound cyclist may require to stop within the kerb perturbation area and give way to the east-west pedestrian movements.</p> <p>The turning count (November 2016) showed that there were 145 northbound cyclists recorded on Porter Street in the morning peak hour.</p>	<p>Ensure storage length in the perturbation cater for bicycle.</p> <p>Austrroads Guide to Road Design suggests Absolute min. 2.0m and desirable 3.0m</p>



### 4.3 Design Issues

Item	Finding	Recommendation
9.	<p>There are several stormwater pits located at the intersection. Surface stormwater runoff will need to be free draining to these pits.</p> 	<p>Cut out may be required in the proposed kerb perturbation to allow stormwater runoff entering the existing pits.</p> <p>There may be opportunity to consider water urban sensitive design elements.</p>
10.	<p>The proposed kerb perturbances will be constructed on top of the raised platform and is likely to have a level higher than the existing footpath.</p> <p>A design consideration is required to match back the footpath existing level.</p>	<p>Some footpath may be required to be regraded to avoid any localised ponding.</p> <p>Alternatively, concrete plinth may be considered.</p>
11.	<p>Currently, there is only one street light at the intersection.</p> <p>Additional street lights may be required at the start of the platform ramps. Minor pruning of roadside vegetation may be required to improve luminance at night.</p>	<p>Undertake street lighting assessment and upgrade existing street lighting if required.</p>
12.	<p>There are overhead cables at this intersection. The proposed raised intersection platform will reduce the current vertical clearance.</p>	<p>Review minimum vertical clearance required.</p> <p>If required, consider implementing a load limit on the road.</p>



**LEGEND**

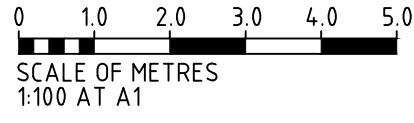
SYMBOL	DESCRIPTION
[Symbol]	KERB AND GUTTER
[Symbol]	MEDIAN KERB
[Symbol]	FLUSH KERB
[Symbol]	KERB ONLY
[Symbol]	SPOON DRAIN
[Symbol]	HOLD LINE
[Symbol]	BICYCLE HOLD LINE
[Symbol]	ROAD HUMP MARKING
[Symbol]	PROPOSED DOUBLE SIDE ENTRY PIT
[Symbol]	PROPOSED PAVING
[Symbol]	EXISTING CONTOURS
[Symbol]	EXISTING SIGN
[Symbol]	EXISTING FENCE
[Symbol]	EXISTING KERB AND GUTTER
[Symbol]	EXISTING MEDIAN KERB
[Symbol]	EXISTING TREE

**SERVICES LEGEND**

SYMBOL	DESCRIPTION
[Symbol]	COMMUNICATIONS
[Symbol]	INSPECTION COVER
[Symbol]	JUNCTION BOX
[Symbol]	MARKER POST
[Symbol]	ELECTRICAL
[Symbol]	EXISTING STOBIE POLE
[Symbol]	SEWER
[Symbol]	INSPECTION COVER
[Symbol]	WATER
[Symbol]	INSPECTION COVER

NOT FOR CONSTRUCTION

B	09.06.17	REISSUED FOR COUNCIL REVIEW	AC	AC	NS
A	24.05.17	ISSUED FOR COUNCIL REVIEW	AC	AC	NS
REVISION	DATE	DESCRIPTION	DESIGN	DRAWN	APPROVED
REVISION HISTORY					



DESIGN	AC	DESIGN CHECK	NS
DRAWN	AC	DRAFTING CHECK	NS
APPROVED		DATE	
CAD FILE:	16-1439-001		
A1	THIS DRAWING REMAINS THE PROPERTY OF GREENHILL ENGINEERS PTY LTD AND MAY NOT BE COPIED IN ANY WAY WITHOUT PRIOR APPROVAL FROM THIS COMPANY. © GREENHILL ENGINEERS PTY LTD		

**GREENHILL**  
Level 1, 64 Hindmarsh Square  
Adelaide SA 5000  
T: 08 8406 1300  
F: 08 8215 0018  
ABN 39 061 222 964



CITY OF UNLEY YOUNG STREET / PORTER STREET, PARKSIDE INTERSECTION UPGRADE	
CONCEPT DESIGN LAYOUT - RAISED PLATFORM	
DRAWING NUMBER 17-1595-SK001	REVISION B

## **DECISION REPORT**

**REPORT TITLE:** UNLEY OVAL IMPROVEMENT PLAN  
**ITEM NUMBER:** 883  
**DATE OF MEETING:** 26 JUNE 2017  
**AUTHOR:** DAVID LITCHFIELD  
**JOB TITLE:** DIRECTOR, STRATEGIC PROJECTS

---

### **EXECUTIVE SUMMARY**

Council has been investigating various options for the upgrade of the facilities at Unley Oval for the past five years. After examining numerous concepts and options for the upgrade of the grandstands and change rooms, in June 2016, a Preferred Development Option was nominated by Council.

This Option was a scaled back version of the concept that Council had floated in a Community Engagement process earlier in that year, and included provision for the Sturt Football Club (SFC) Administration and Cambridge room activities to be relocated to the upgraded Oatey stand.

Despite the best efforts of Council and the SFC, external Government grant funding has not been secured for the Grandstand Upgrade project. SFC and Council Administration have discussed various options for advancing the project, and SFC has decided to propose a Grandstand Upgrade project that is limited to the player facilities and a new canteen. The project involves new SFC player facilities in the Oatey stand and a major revamping and upgrading of player facilities in the McKay stand, including the provision of new women's change rooms.

The purpose of this report is to seek Council endorsement of this latest iteration of the Grandstand upgrade options. If Council does endorse this iteration, and confirms that it will make the funding available that it has already included in the four year financial plan, then conceivably the upgrade could be ready for the 2018 Football Season.

Endorsing this proposal will also allow for Council to lobby for State Government funding in the lead up to the 2018 election.

### **RECOMMENDATION**

That:

1. The report be received.
2. The revised proposal to develop only the player facilities component and new canteen becomes the new preferred Grandstand Upgrade option.

3. \$300 000 be included in the 2017/18 budget as the initial Council contribution to the project.
  4. At the time of receiving confirmation that grant funding from the AFL and SA Government has been secured, Administration be authorised to immediately commit a further \$1.5 million to the project, brought forward from future years of the four year financial plan .
  5. Administration seek opportunities for additional grant funding in the lead up to the State election in 2018.
  6. Following appropriate community engagement, a forty year (non-exclusive) lease be offered to Sturt Football Club over the new facilities.
  7. Administration be delegated the authority to enter into necessary contracts to deliver the project.
-



## **1. RELEVANT CORE STRATEGIES/POLICIES**

- 1.1 4 Year Plan 2013 – 2016 Initiative to Implement the Unley Oval Masterplan
- 1.2 Living Active - Sport & Recreation Plan 2015-2020

## **2. DISCUSSION**

The upgrade of facilities at Unley Oval to make them compliant with the Australian Football League Preferred Facilities Guidelines for State League competitions has been a goal of Council for the past five years and has been the subject of a number of reports.

The program adopted by Council has been progressively rolled out, with projects completed to date including:

- New picket fence around the playing surface
- New floodlights for training
- New electronic scoreboard

The Sturt Football Club (SFC) has made significant financial contributions to all of these initiatives. The new playground equipment for the north western mound (pirate ship area) has been ordered and will be installed soon as part of Council's playground renewal programme.

In the past few months there have been a number of discussions with the SFC regarding the proposed grandstand upgrades. The Club has now determined that an upgrade of the player facilities would be sufficient for the foreseeable future rather than the initial proposal to upgrade the player facilities and relocate the Administration and entertaining areas from 39 Oxford Terrace to the Oval. This latest design for new player facilities, which includes women's change rooms, has necessitated a re-think about the location of the new canteen facilities, and a small new standalone facility is proposed to the immediate north of the McKay stand.

Such a scheme will cost less than the previous proposal and hence is more likely to be realised in the near future. This amended proposal is also likely to be more acceptable to the immediate residents who previously expressed concerns about function rooms being built in the grandstands.

As a result, Council endorsement and funding commitments are now sought for the new SFC strategy of limiting the upgrades to the new player facilities, and the consequential requirement that this will generate for a new canteen structure.

The funding and funding sources required for this new strategy are as follows:

- City of Unley \$1.8 million. An allowance has been made in the draft 2017/18 budget for \$300 000 (detailed design) and \$1.5m has been allocated in the four year financial plan. This \$1.5 million may need to be

provided in 2017/18 if AFL and SA Government grant funding outlined below is confirmed.

- Sturt Football Club have indicated that they are prepared to contribute \$500 000 to the project on the condition that Council grants SFC a 40 year (non-exclusive) lease over the upgraded facility. The reason for this is that the Club, if they are prepared to contribute a significant amount of money to the project, is seeking some long term commitment from Council. As the Administration and entertainment areas are not incorporated in the new proposal, there is no requirement to amend the Community Land Management Plan before the lease is granted. Council therefore has the power to grant such tenure if it chooses to do so. Such a lease will mean the oval is still available for general community access at times when it is not being used for organised sport.
- Australian Football League. A grant of \$200 000 has been discussed but this is still to be confirmed.
- SA Government. A grant of \$300 000 has been discussed but this is still to be confirmed. This grant will be used to fund new women's player facilities in the McKay stand.

Construction cost consultants Rider Levett Bucknall have given an estimated total project cost of \$2.87m. Based on this estimate, Council's contribution (\$1.8m) is approximately 60% of the total cost.

This revised redevelopment introduces no additional activity to Unley Oval, and other than the canteen, incorporates only internal work and external access works. Consequently, it is likely that, subject to confirmation from Council development assessment staff when an application is lodged, the Grandstand Upgrade Development Application will be Category 1, and therefore does not involve any public consultation. If that proves to be the case, then realistically the approval process may be reasonably quick, and there is an optimistic but achievable potential that the upgrade works could be completed in the next financial year (i.e. 2017/18). The development application for the new canteen structure is likely to be lodged as a separate, stand-alone application.

If Council therefore wishes to see a redevelopment of the player facilities in both grandstands, the current proposal provides a practical and straightforward approach to realise this. It should also be noted that any improvement to facilities on Unley Oval (Council's asset) will also benefit the wider community as the oval and facilities will provide further opportunities for leading a healthy and active lifestyle.

Endorsing this new strategy will enable Council and Administration to lobby the various State branches of the major political parties in the lead up to the State election in March 2019, seeking to ensure a funding commitment to complete the development.

### **3. ANALYSIS OF OPTIONS**

Option 1 – The revised proposal to develop only the player facilities component and new canteen becomes Council's new preferred Grandstand Upgrade option.

\$300 000 be included in the 2017/18 budget as the initial Council contribution to the project.

At the time of receiving confirmation that grant funding from the AFL and SA Government has been secured, Administration be authorised to immediately commit a further \$1.5 million to the project, brought forward from future years of the four year financial plan .

Administration seek opportunities for additional grant funding in the lead up to the State election in 2018.

Following appropriate community engagement, a forty year (non-exclusive) lease be offered to Sturt Football Club over the new facilities.

Administration be delegated the authority to enter into necessary contracts to deliver the project.

Adoption of this motion would see Administration and SFC work to bring the player facility upgrades in the Oatey and McKay stands to fruition as quickly as possible. The McKay stand work also incorporates upgrades to the umpire's rooms and the creation of dedicated women's change rooms.

The advantage of this option is that it will deliver tangible outcomes from a long planning process, and is a prudent and appropriate use of ratepayer funds to provide a long overdue upgrade to a Council owned asset by using other party's money to fund part of the costs.

Option 2 – Council resolve not to proceed with the works.

Adopting this option would be inconsistent with previous Council motions committing money to the project and advising SFC of the ability to bring the expenditure forward if required. The only mitigating factor would be that this current project is a scaled down version of the one that Council has previously committed to.

The advantage of this motion is that Council would not spend the \$1.8 million. The disadvantage is that long overdue upgrades of player facilities at the Oval would not occur.

#### **4. RECOMMENDED OPTION**

Option 1 is the recommended option.

#### **5. POLICY IMPLICATIONS**

##### **5.1 Financial/budget**

- The cost to Council of implementing the recommendation will be \$1.8 million.
- Provision already exists for this capital expenditure in a combination of the draft 2017/18 budget and the out years of the four year financial plan.
- The additional operating budget impact for interest payments on the debt will be approximately \$60 000 per annum, and that requirement may be brought forward two years if the Recommendation is adopted.
- If the capital expenditure is brought forward, the associated interest payment will need to be provided for in the appropriate quarterly budget update, and in future years' budgets until the debt is repaid.
- There will be an increased theoretical maintenance cost on a new \$2.87 million asset compared to existing costs, and this will also need to be included in future budgets. It is not possible at this time to put a figure on that maintenance, and in reality, significant additional expenditure is unlikely in the first few years after construction.

##### **5.2 Legislative/Risk Management**

- Recent changes to the Local Government Act allow Community Land to be leased for up to 42 years. Unley Oval is classified as Community Land on the City of Unley Community Land Register. Before granting any lease, Council must undertake consultation in accordance with the Council's Public Consultation Policy.

##### **5.3 Staffing/Work Plans**

- There are no additional staffing impacts.

##### **5.4 Environmental/Social/Economic**

- There are no particular environmental, social or economic impacts.

##### **5.5 Stakeholder Engagement**

- Council has already consulted extensively over proposed Unley Oval Upgrades. This is a scaled back version of those plans that were used for this public consultation process. As above, if Council wishes to grant a lease over Community Land for longer than 5 years, Council must undertake consultation in accordance with the provisions of the Council Public Consultation policy.

**6.     REPORT CONSULTATION**

City Development Division

**7.     ATTACHMENTS**

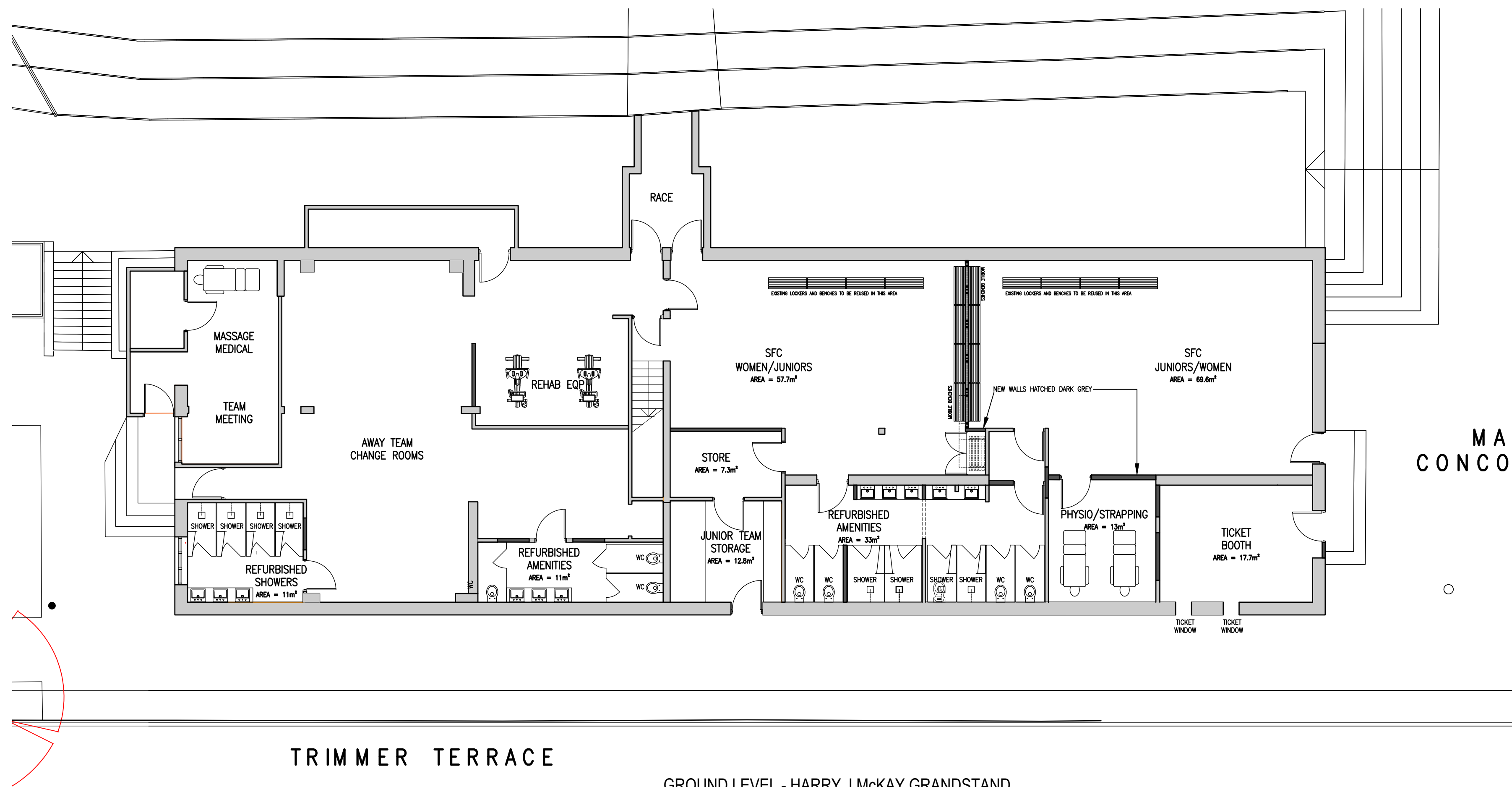
Attachment 1. New Plans

Attachment 2. RLB Cost Analysis

**8.     REPORT AUTHORISERS**

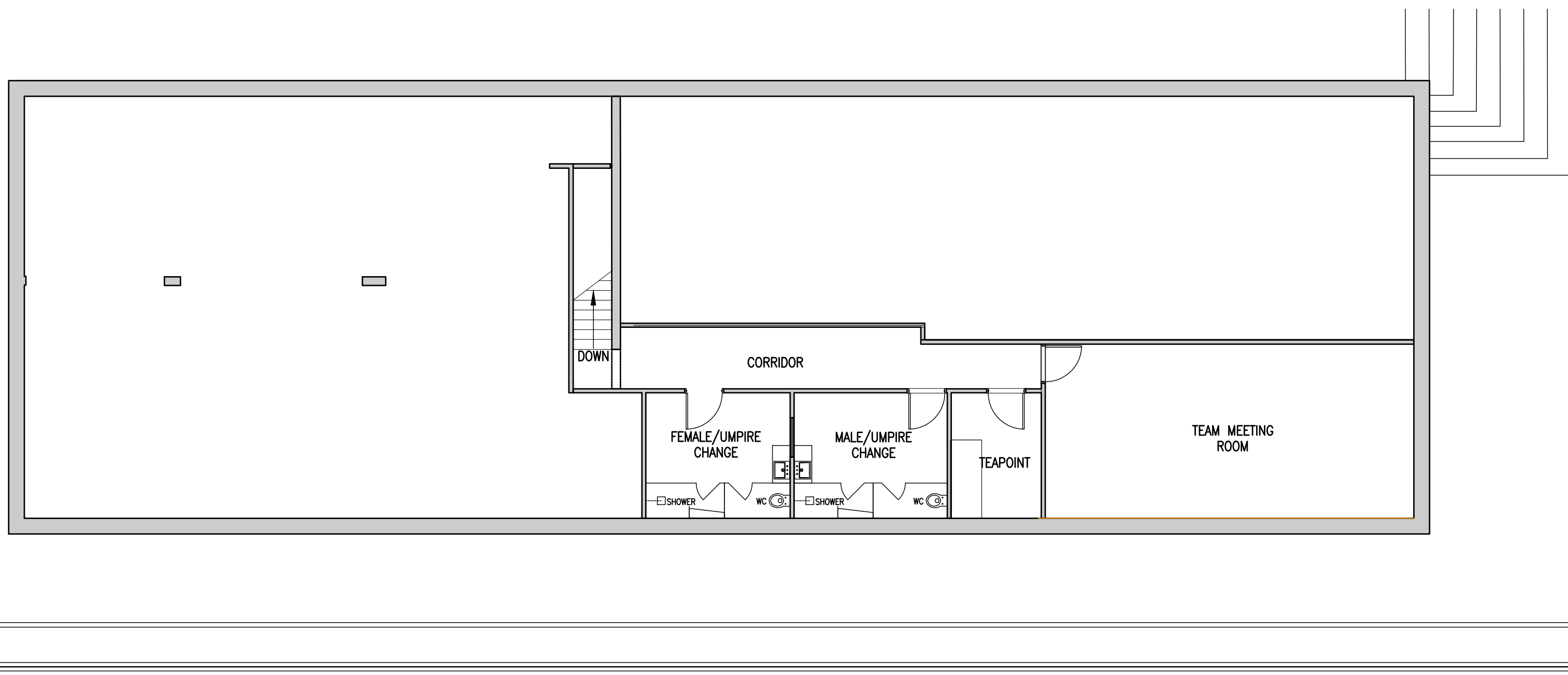
<u>Name</u>	<u>Title</u>
Peter Tsokas	Chief Executive Officer

DRAFT



GROUND LEVEL - HARRY J McKay GRANDSTAND

SCALE 1:100 @ A1  
SCALE 1:200 @ A3



LEVEL 1 - HARRY J McKay GRANDSTAND

SCALE 1:100 @ A1  
SCALE 1:200 @ A3

THIS DRAWING IS OWNED BY AND REMAINS THE PROPERTY OF BELL ARCHITECTURE. ALL RIGHTS RESERVED. NO REPRODUCTION OR USE OF THIS DRAWING WITHOUT THE PERMISSION OF THE ARCHITECT IS LEGAL. THE CLIENT IS LICENSED TO USE THIS DRAWING FOR THE WORKS SPECIFIC TO THIS SITE, SUBJECT TO THE FULL PAYMENT OF THE ARCHITECT'S FEES AND COMPLIANCE WITH THE TERMS AND CONDITIONS OF THE CLIENT/ARCHITECT AGREEMENT FOR THIS PROJECT. FIGURED DIMENSIONS SHALL BE USED. DO NOT SCALE THE DRAWING. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS ON SITE PRIOR TO THE COMMENCEMENT OF WORK.

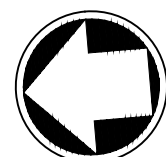
PRELIMINARY

BA160036\_PLANNING - SK2102 - PROPOSED PLANS.dwg

9/06/2017 3:08:12 PM

ISSUE	DATE	DESCRIPTION	ISSUED BY	ISSUE	DATE	DESCRIPTION	ISSUED BY
P2	09/06/2017	ISSUED FOR REVIEW	JAA				
P1	23/03/2017	ISSUED FOR APPROVAL	JAA				

ORIENTATION



TRUE NORTH

CLIENT

STURT FOOTBALL CLUB & UNLEY CITY COUNCIL

ARCHITECT

BELL Architecture

Suite 1, 77 King William Road Unley SA 5061 PO Box 3091 Unley SA 5061 P 08 8373 3870 F 08 8357 2939

BELL

JOB TITLE

UNLEY OVAL GRANDSTAND UPGRADE

JOB NO

BA160036

DRAWING SCALE @ A1

SCALE 1:100

DRAWN BY

JAA

DRAWING TITLE

PROPOSED PLANS  
HARRY McKay GROUND  
HARRY McKay LEVEL 1

DRAWING NO

SK-2102

REVISION

P2



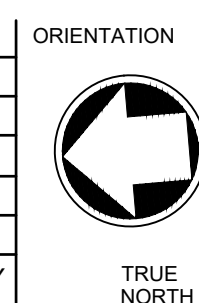
SCALE 1:100 @ A1  
SCALE 1:200 @ A3



BA160036 PLANNING - SK2103 - PROPOSED PLANS.dwg

9/16/2017 3:09:17 PM

P2	09/06/2017	ISSUED FOR REVIEW	JAA				
P1	23/03/2017	ISSUED FOR APPROVAL	JAA				
ISSUE	DATE	DESCRIPTION	ISSUED BY	ISSUE	DATE	DESCRIPTION	ISSUED BY



ARCHITECT  
**BELL Architecture**  
Suite 1.77 Kina William Road Unlev SA 5061 PO Box 3091 Unlev SA 5061 P 08 8373 3870 F 08 8357 2939

JOB NO  
BA160036

DRAWING SCALE @ A1
SCALE 1:100

DRAWN BY	JAA/TR
----------	--------

DRAWING NO	REVISION
SK-2103	P2





OATEY STAND

LIFT & TOILETS



**Unley Oval Grandstand Upgrade**

Unley Oval Grandstand Upgrade OCE2 - June 2017

Location Summary

GFA: Gross Floor Area  
Rates Current At June 2017

Location		GFA m <sup>2</sup>	Cost/m <sup>2</sup>	Total Cost
<b>S1 STAGE 1</b>				
HJM	Harry J McKay	482	761	366,785.00
JO	Jack Oatey	662	2,646	1,751,366.00
KI	Kiosk	29	9,746	282,630.00
<b>S1 - STAGE 1</b>		<b>1,173</b>	<b>\$2,047</b>	<b>\$2,400,781.00</b>
<b>ESTIMATED NET COST</b>		<b>1,173</b>	<b>\$2,047</b>	<b>\$2,400,781.00</b>
<b>MARGINS &amp; ADJUSTMENTS</b>				
Allowance for Design Development Contingency		5.0%		\$118,600.00
Allowance for Construction Contingency		6.0%		\$149,400.00
Allowance for Professional Fees		7.2%		\$190,000.00
Allowance for Statutory Charges (CITB Levy)		0.5%		\$14,350.00
<b>ESTIMATED TOTAL COST</b>		<b>1,173</b>	<b>\$2,449</b>	<b>\$2,873,131.00</b>

## **DECISION REPORT**

**REPORT TITLE:** MEMBERSHIP OF THE CEO PERFORMANCE REVIEW PANEL  
**ITEM NUMBER:** 884  
**DATE OF MEETING:** 26 JUNE 2017  
**AUTHOR:** CAROL GOWLAND  
**JOB TITLE:** EA TO THE CEO AND MAYOR

---

### **EXECUTIVE SUMMARY**

In January 2015, the Council considered its committee structure and resolved to have the Chief Executive Officer (CEO) Performance Review Panel established. The Principles for the Panel are attached for Members' information (Attachment 1 to Item 884/17).

*Attachment 1*

Membership of the Panel is due to expire on 30 June 2017. The purpose of this report is to extend the membership of the current Panel members until the finalisation of the CEO's Performance Review for 2016/17 to be completed by the end of July 2017 and to appoint a new Panel of Members following completion of the current process.

### **RECOMMENDATION**

That:

1. The report be received.
  2. Current membership of the CEO Performance Review Panel be extended until the completion of the CEO Performance Review for 2016/17 (31 July 2017).
  3. The Deputy Mayor be appointed as Presiding Member to the Panel, with the Mayor as ex officio.
  4. Councillors \_\_\_\_\_ be appointed to the Chief Executive Officer Performance Review Panel for a period commencing 1 August 2017 until the end of the current term of Council, unless such appointment revoked by the Council.
-

## **1. RELEVANT CORE STRATEGIES/POLICIES**

5. Organisational Excellence – Our Path to a Robust and Sustainable Organisation.

## **2. DISCUSSION**

Council considered its Committee structure at the meeting of 27 January 2015 and the report noted that the Chief Executive Officer (CEO) Performance Review Committee which had existed under the previous Council would continue, but not as a Section 41 Committee, and its Terms of Reference would be revised.

The CEO Performance Review Panel was established in March 2015 with the Mayor as the Presiding member and four (4) Elected Members being appointed until 30 June 2017.

The appointment of the CEO and the review of that officer's performance are the responsibility of the Council as set out in Part 1 of Chapter 7 of the Local Government Act 1999 (the Act). The proposed Principles for the Panel are focussed on the establishment of Key Result Areas, Key Performance Indicators and performance against those criteria. It does not include a recruitment and selection role.

The Panel is currently in the process of undertaking the 2016/17 CEO Performance Review and it would be appropriate for the current members of the Panel to complete this process. A new Panel, comprising the Deputy Mayor as Presiding Member, the Mayor as ex officio and four (4) Elected Members, would commence at the conclusion of the 2016/17 review and undertake the 2017/18 CEO Performance Review.

## **3. ANALYSIS OF OPTIONS**

Option 1 – Current membership of the CEO Performance Review Panel be extended until the completion of the CEO Performance Review for 2016/17 (31 July 2017). The Deputy Mayor be appointed as Presiding Member to the Panel, with the Mayor as ex officio and Councillors \_\_\_\_\_ be appointed to the Chief Executive Officer Performance Review Panel for a period commencing 1 August 2017 until the end of the current term of Council, unless such appointment revoked by the Council.

The current membership of the Panel could remain as is until the 2016/17 CEO Performance Review is completed, which should be by the end of July 2017. The new membership of the Panel can then commence to undertake the CEO's Performance Review for 2017/18.

Option 2 – Membership of the CEO Performance Review Panel remain as is and membership be extended until the end of the current Council term.

Council may wish to leave the current Panel Membership as is until the end of the Council term.

**4. RECOMMENDED OPTION**

Option 1 is the recommended option.

**5. POLICY IMPLICATIONS**

The appointment and review of the CEO's performance are the responsibility of Council as set out in Part 1 of Chapter 7 of the Local Government Act 1999.

**6. REPORT CONSULTATION**

N/A

**7. ATTACHMENTS**

1. CEO Performance Review Panel Principles.

**8. REPORT AUTHORISERS**

<b><u>Name</u></b>	<b><u>Title</u></b>
Peter Tsokas	Chief Executive Officer

## CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW PANEL

### PRINCIPLES

---

<b>Establishment:</b>	<p>The Council has established the Chief Executive Officer Performance Review Panel.</p> <p>The Panel may be wound up at any time by resolution of Council.</p> <p>These Principles were adopted by Council on 23 March 2015 (C79/15).</p>
<b>Membership:</b>	<p>His Worship the Mayor Cr Jennie Boisvert Cr Peter Hughes Cr John Koumi Cr Michael Rabbitt. Membership should, insofar as is reasonably practicable, ensure that at least one member of the Panel is a woman and at least one member is a man.</p>
<b>Presiding Member:</b>	<p>His Worship the Mayor</p>
<b>Attended by:</b>	<p>Consultant (TBD) and Chief Executive Officer (as required).</p>
<b>Responsible Officer:</b>	<p>Chief Executive Officer</p>
<b>Meeting Times:</b>	<p>The Panel meets as required but must meet at least once in every calendar year and at intervals of not more than thirteen months.</p>
<b>Meeting Procedures:</b>	<p>The Panel may establish its own meeting procedures.</p>
<b>Reporting:</b>	<p>The Chief Executive Officer Performance Review Panel (the Panel) is responsible to and reports direct to</p>

Council. This is by way of report and recommendations documented as minutes of the Panel's meeting.

**Record keeping:** The records of the Panel and reports provided to the Panel by any consultants are official records of Council and are subject to the State Records Act 1997 and the General Disposal Schedule No. 20 as it applies to local government.

**Quorum:** A quorum is ascertained by dividing the total number of Panel members by two, ignoring any fraction resulting from the division, and adding one.

**Term of appointment:** The term of membership of the Panel is from 24 March 2015 until 30 June 2017, unless such appointment is revoked by the Council.

**Attendance:** Any Elected Member not on the Panel who attends the meeting, will be able to participate in debate at the invitation of the Presiding Member.

**Objectives:**

The objectives of the Panel are:

1. To engage with the CEO in undertaking a developmental process to determine relevant key performance criteria for, and formal performance review of, the CEO.
2. Establish strategic Key Result Areas (KRA's) aligned to the 4 Year Plan and Community Plan. The KRAs should be broad in context. Likely KRAs may include Finance, Strategic Projects, Customer Service, Stakeholder relations, People and Governance.
3. In conjunction with the CEO, determine agreed Key Performance Indicators (KPIs) that align with strategic KRAs and enable progress and measurement of performance. KPIs may span multiple years.
4. Provide opportunities for the CEO to undertake development that supports the maintenance and improvement of the CEO's professional capability.
5. Support and encourage the CEO in maintaining key stakeholder relationships that maximise Council's objectives.
6. Negotiate with the CEO an in-principle agreement in relation to the CEO's remuneration and provide recommendations to Council.

## **DECISION REPORT**

**REPORT TITLE:** STORMWATER MANAGEMENT AUTHORITY  
NOMINATIONS

**ITEM NUMBER:** 885

**DATE OF MEETING:** 26 JUNE 2017

**AUTHOR:** SUE BAYLY

**JOB TITLE:** GOVERNANCE OFFICER

---

### **EXECUTIVE SUMMARY**

The Local Government Association is calling for nominations for the Presiding Member and three other members for the Stormwater Management Authority.

### **RECOMMENDATION**

That:

1. The report be received.
  2. Council nominate ..... as a Board Member of the Stormwater Management Authority.
-

## **1. RELEVANT CORE STRATEGIES/POLICIES**

- 1.1 Goal 4.1: Renowned for environmental balance; innovative storm water management principles are in place.

## **2. DISCUSSION**

Local Government Association (LGA) Circular 20.5, dated 17 May 2017, calls for nominations for the Presiding Member and three other members for the Stormwater Management Authority (SMA). There are also three members appointed directly by the Minister.

Attachment 1

The Presiding Member is appointed by the Minister for Water and the River Murray on the nomination from the LGA (with the agreement of the Minister). The LGA Board has determined that nominees for the Presiding Member position should not be a currently serving Elected Member or Local Government employee. Council may nominate an independent person who has suitable experience.

A person nominated for the Board member positions must have appropriate qualifications or experience such as current knowledge of policy and funding associated with storm water management and flood mitigation. Elected Members and council staff may be nominated for these positions.

The selection criteria for both positions are detailed in the Nominations to outside bodies form, part A.

Attachment 2

Nominations must be made on the appropriate forms and accompanied by an up-to-date curriculum vitae. The Presiding Member form is Attachment 3, and the Board member form is Attachment 4 to Item 885/17.

Attachment 3  
Attachment 4

Meetings are held at least quarterly and sitting fees are:

- Presiding Member; \$18574 per annum.
- Members; \$12383 per annum.

Nominations must be received by the LGA by c.o.b. Friday 30 June 2017.

## **3. ANALYSIS OF OPTIONS**

### Option 1 – That Council nominate a person(s) for the SMA

Council may wish to nominate a person(s) for the Presiding Member and/or SMA Board positions. Representation on the SMA may assist with the implementation of the Brown Hill Keswick Creek Stormwater Management Plan.



If Council wished to nominate an independent person as Presiding Member, then the resolution should include the wording “subject to the person’s consent to be nominated”.

Option 2 – That the report be received

Council is under no obligation to nominate anyone for these SMA positions. The resolution would then be only to receive the report.

**4. RECOMMENDED OPTION**

For Council decision.

**5. POLICY IMPLICATIONS**

**5.1 *Legislative/Risk Management***

The Stormwater Management Authority is established under Schedule 1A of the *Local Government Act 1999* and Clause 6 shows that its role includes;

- contributing “to the urban water plan for Greater Adelaide and lead the implementation of elements of that plan relating to stormwater”, and
- “to facilitate and co-ordinate stormwater management planning by councils”.

**6. ATTACHMENTS**

LGA Circular 20.5 (17 May 2017)

Nominations to outside bodies – Selection Criteria - Part A

Nomination form – Presiding Member – Part B

Nomination form – Member – Part B.

**7. REPORT AUTHORISERS**

<u>Name</u>	<u>Title</u>
Peter Tsokas	Chief Executive Officer
Julie Lister	Acting Group Manager Governance & Risk

## Circulars

---

### Nominations sought for the Stormwater Management Authority – Presiding Member and Member Positions - Circular 20.5

To

**Chief Executive Officer  
Environment Staff  
Planning - Building Staff  
Policy and Strategic Planning Staff  
Sustainability Officers**

Date

**17 May 2017**

Contact

**Simon Thompson**  
Email: [Simon.Thompson@lga.sa.gov.au](mailto:Simon.Thompson@lga.sa.gov.au)

Response Required

Yes

Respond By

**30 June 2017**

Summary

**The Minister for Water and the River Murray has written to the LGA requesting nominations for a Presiding Member and three other members of the Stormwater Management Authority for a term commencing on 1 July 2017. Nominations must be forwarded to the LGA by COB 30 June 2017.**

The Stormwater Management Authority (SMA) is established under Schedule 1A of the [Local Government Act 1999](#).

The role of the SMA is to facilitate and coordinate stormwater management planning by councils and to ensure relevant public authorities cooperate in relation to facilitating this outcome. Click here to view a copy of the [Stormwater Management Agreement](#).

Nominations are being sought for a number of positions on the board of the SMA:

- The Presiding Member of the SMA is appointed by the Minister on the nomination from the LGA (with the agreement of the Minister).
- The LGA must also provide three further nominations for members of the board, one of whom must be a person who has appropriate qualifications or experience to represent the interests of regional local government.

The SMA comprises of a further three members appointed by the Minister.

A person nominated for appointment to the board must have appropriate qualifications or experience in public administration, water resources, stormwater management, mitigation of flood hazards, environmental management or infrastructure development.

Appointments to the SMA are for a period not exceeding three years, commencing 1 July 2017. LGA-nominated persons currently on the board are Mr Stephen Hains (Presiding Member), Mayor Lorraine Rosenberg (Onkaparinga), Dr Helen Macdonald (Naracoorte Lucindale) and Mr Wally Iasiello (Port Adelaide Enfield). The incumbents' terms on the board expire on 30 June 2017.

Sitting fees are:

- Presiding Member: \$18,574 per annum
- A possible \$3,600 per annum attraction/retention allowance to be reviewed for each appointment and is not guaranteed for the position.
- Members: \$12,383 per annum.

Meetings are to be held at least quarterly, with special meetings to be called as required. Recent meetings have been held at the office of the Department of Environment, Water and Natural Resources (81-95 Waymouth Street, Adelaide).

LGA nominations on outside bodies will, unless determined otherwise by the LGA Board, be currently serving Council Members or Council Staff. To view the LGA Nominations to Outside Bodies Policy [click here](#).

Nominations addressing the Selection Criteria provided in [Part A](#) for the SMA must be forwarded to [lga@lga.sa.gov.au](mailto:lga@lga.sa.gov.au) by a council using the attached [Part B - Presiding Member](#) or [Part B - Member](#) COB 30 June 2017. Due to State Government requirements all nominees must also provide an **up-to-date CV / resume**.

The LGA Board will consider nominations received at its meeting on Thursday 20 July 2017.

**Nominations to Outside Bodies** - PART A

<b>Name of Body</b>	Stormwater Management Authority (SMA)
<b>Legal Status of Body</b>	Statutory Authority
<b>Summary Statement</b>	The Stormwater Management Authority is established under Schedule 1A of the <i>Local Government Act 1999</i> . The Authority oversees stormwater management planning on a catchment basis including priority works and funding arrangements.

### **SELECTION CRITERIA FOR MEMBERSHIP ON OUTSIDE BODIES**

The following selection criteria must be addressed when completing Part B

<b>Qualifications Required</b> <i>(formal qualifications relevant to the appointment)</i>	Qualifications in disciplines relevant to public administration and stormwater management would be desirable.
<b>Industry Experience</b>	Relevant experience in public administration and stormwater management.
<b>Special Condition</b>	The State Executive Committee (now the LGA Board) has determined that nominees for the position of Presiding Member for the SMA should not be a currently serving Council Member or Local Government employee.
<b>Board / Committee Experience</b>	Extensive experience serving on high level intergovernmental boards or committees is essential. Previous experience as a presiding member of such boards or committees is highly desirable.
<b>Key Expertise</b> <i>(other relevant experience i.e. those requirements established for a Board/Committee under an Act)</i>	Knowledge of current policy and funding issues associated with stormwater management and flood mitigation in South Australia. Understanding of Local and State Government decision making processes. Ability to preside over high level board meetings, provide leadership, facilitate problem solving and negotiate agreed outcomes with Local and State Government stakeholders.

### **LIABILITY AND INDEMNITY COVER**

The LGA requires that representatives on outside bodies be appropriately insured throughout the period of their appointment and seeks to collect details of the insurances provided by that organisation (on an annual basis)

<b>Insurance information (Certificates of Currencies or equivalent) supplied by the Outside Body</b>	<b>Yes</b>
<b>Insurance Policies are Valid &amp; Current</b>	<b>Yes</b>

## Nominations to Outside Bodies - PART B



This form:

- must not exceed 2 pages;
- must be submitted by a council; and
- must be emailed in PDF format to [lgasa@lga.sa.gov.au](mailto:lgasa@lga.sa.gov.au)
- upon receipt at the LGA, will be acknowledged by return email.

### Stormwater Management Authority - Presiding Member

COUNCIL DETAILS			
Name of council submitting the nomination			
Name of person submitting this form on behalf of council – refer <a href="#">LGA Policy</a>	Name: Email: Telephone:		
NOMINEE DETAILS			
Name of Nominee	Title	First name	Surname
<input type="checkbox"/> Current Elected Member <u>OR</u> <input type="checkbox"/> Current council officer			
Home / Postal Address			
Work Phone		Facsimile:	
A/H Phone		Mobile:	
Email			
<b>INFORMATION RELEVANT TO THE APPOINTMENT SOUGHT</b> (forms part of the selection criteria for nomination)			
<b>Formal qualifications:</b>			
<b>Experience:</b>			
<b>Board/Committee Experience:</b>			
<b>Key Expertise:</b>			
<b>Any other comments:</b>			
<b>Undertaking:</b>  The LGA Board resolved in January 2015 to ensure that appointees to external Boards and Committees remain current local government members or officers. If you leave local government for any reason during the term of your appointment, are you prepared to resign your appointment if requested to do so by the LGA?  Yes <input type="checkbox"/> No <input type="checkbox"/> Signature of Nominee: _____			

## Nominations to Outside Bodies - PART B



This form:

- must not exceed 2 pages;
- must be submitted by a council; and
- must be emailed in PDF format to [lgasa@lga.sa.gov.au](mailto:lgasa@lga.sa.gov.au)
- upon receipt at the LGA, will be acknowledged by return email.

### Stormwater Management Authority - Member

COUNCIL DETAILS			
Name of council submitting the nomination			
Name of person submitting this form on behalf of council – refer <a href="#">LGA Policy</a>	Name: Email: Telephone:		
NOMINEE DETAILS			
Name of Nominee	Title	First name	Surname
<div><input type="checkbox"/> Current Elected Member</div> <div><u>OR</u></div> <div><input type="checkbox"/> Current council officer</div>			
Home / Postal Address			
Work Phone		Facsimile:	
A/H Phone		Mobile:	
Email			
INFORMATION RELEVANT TO THE APPOINTMENT SOUGHT (forms part of the selection criteria for nomination)			
<b>Formal qualifications:</b>			
<b>Experience:</b>			
<b>Board/Committee Experience:</b>			
<b>Key Expertise:</b>			
<b>Any other comments:</b>			
<b>Undertaking:</b>  The LGA Board resolved in January 2015 to ensure that appointees to external Boards and Committees remain current local government members or officers. If you leave local government for any reason during the term of your appointment, are you prepared to resign your appointment if requested to do so by the LGA?  Yes <input type="checkbox"/> No <input type="checkbox"/> Signature of Nominee: _____			

## DECISION REPORT

**REPORT TITLE:** DELEGATIONS UPDATE – PDI ACT AND DOG & CAT ACT  
**ITEM NUMBER:** 886  
**DATE OF MEETING:** 26 JUNE 2017  
**AUTHOR:** SUE BAYLY  
**JOB TITLE:** GOVERNANCE OFFICER

---

### **EXECUTIVE SUMMARY**

The purpose of this report is to seek Council endorsement of updated delegations under two pieces of legislation.

The new Planning Development and Infrastructure Act 2016 is being progressively introduced, with the first group of delegations needing to be made.

The Dog and Cat Management Act 1995 has been amended and so the delegations need to be updated.

The new or amended provisions in both the above Acts commence on 1 July 2017, and so the delegations to the Chief Executive Officer should also be in place by then.

### **RECOMMENDATION**

That:

1. The report be received.
2. **Delegations made under Local Government Act 1999**
  - 2.1 In exercise of the power contained in Section 44 of the Local Government Act 1999 the powers and functions under the following Acts and specified in the proposed Instruments of Delegation contained in Attachments 2 and 3 (each of which is individually identified as indicated below) are hereby delegated this 26 of June 2017 to the person occupying the office of Chief Executive Officer subject to the conditions and or limitations specified herein or in the Schedule of Conditions in each such proposed Instrument of Delegation.
    - Planning, Development and Infrastructure Act 2016 (Attachment 2)
    - Dog & Cat Management Act 1995 (Attachment 3).
  - 2.2 Such powers and functions may be further delegated by the Chief Executive Officer in accordance with Sections 44 and 101 of the Local Government Act 1999 as the Chief Executive Officer sees fit,

unless otherwise indicated herein or in the Schedule of Conditions contained in each such proposed Instrument of Delegation.

---

## **1. RELEVANT CORE STRATEGIES/POLICIES**

Goal 5.3; Good governance and legislative framework.

## **2. DISCUSSION**

The LGA Circular 23.6 (dated 7 June 2017) advised Councils of the changes to the delegations under the new Planning Development and Infrastructure Act 2016 (PDI Act) and the Dog and Cat Management Act 1995 (Dog and Cat Act) and provided the templates.

Attachment 1

### **Planning Development and Infrastructure Act 2016**

The new PDI Act is being progressively introduced to allow Councils time to set up new assessment panels and administrative structures. The changes to the Assessment Panel are required to be in place by 1 October 2017 and will be the subject of a further report to Council in August 2017.

The delegations presented here are the first group applicable to roles and responsibilities under the transition to the PDI Act and will commence on 1 July 2017.

Attachment 2

### **Dog and Cat Management Act 1995**

The Dog and Cat Management Act 1995 (Dog and Cat Act) has been amended, with some provisions commencing on 1 July 2017 and then others in 2018. The changes aim to improve dog and cat management and welfare.

The main changes to be phased in under the Dog and Cat Act are:

- Councils to have greater powers to administer and enforce the Act with increases in expiations and penalties;
- And from 1 July 2018 introducing the requirement for
- microchipping for all dogs and cats over a certain age; and
  - all new generations of dogs and cats to be desexed.

Councils play a vital role in dog and cat management in the community, with responsibility for registration, collection and return of stray dogs and cats, and investigating complaints of barking or dog attacks. Council officers need the relevant sub-delegations to enable them to carry out their administrative and enforcement powers and duties.

The updated delegations are shown at Attachment 3. The main changes are use of the term “Authorised person” to replace “Dog Management Officer” and “Cat Management Officer”, and the combining of sections where the same conditions apply to dogs and cats. The Grounds and Procedures for making orders against a dog or a person are set out more clearly, along with a new provision under Dog and Cat Act, Section 59A(3a), to make a Prohibition Order under the Criminal Law Consolidation Act in some circumstances.



The Dog and Cat Management Board was the driver of the changes to the legislation and consulted with local government and the wider public.

Attachment 3

### **3. ANALYSIS OF OPTIONS**

#### **Option 1 – That Council make delegations to the Chief Executive Officer**

The elected Council holds all delegations under legislation where local government has roles and responsibilities. Many of those powers are operational and so it is appropriate for Council to sub-delegate to the Chief Executive Officer, who may then further sub-delegate to suitably qualified and experienced staff.

Delegation to the CEO does not prevent Council from acting in a matter.

#### **Option 2 – Council may retain powers**

Council may retain all powers and duties under the legislation, but this would be unworkable on a daily basis and so is not recommended.

### **4. RECOMMENDED OPTION**

Option 1 is the recommended option.

### **5. POLICY IMPLICATIONS**

#### ***5.1 Legislative/Risk Management***

Council must comply with legislation and ensure that its staff have the relevant sub-delegations to perform their roles and responsibilities.

### **6. REPORT CONSULTATION**

Manager Development and Regulatory Services  
Team Leader Regulatory Services

### **7. ATTACHMENTS**

- 1) LGA Circular 23.6 (dated 7 June 2017) – Delegations updates
- 2) Instrument of delegation – Planning Development and Infrastructure Act 2016
- 3) Instrument of delegation – Dog and Cat Management Act 1995

### **8. REPORT AUTHORISERS**

<b><u>Name</u></b>	<b><u>Title</u></b>
Peter Tsokas	Chief Executive Officer
Julie Lister	Acting Group Manager Governance & Risk



## Circulars

---

### Delegations Update – PDI Act and DCM Act - Circular 23.6

To

**Chief Executive Officer  
Governance Officers  
Planning - Building Staff**

Date

**7 June 2017**

Contact

**Andrea Malone**

Email: [andrea.malone@lga.sa.gov.au](mailto:andrea.malone@lga.sa.gov.au)

Response Required

No

Summary

**New delegations are available under the Planning Development and Infrastructure Act and the Dog and Cat Management Act. The provisions on which delegations templates have been replaced or updated commence on 1 July 2017.**

A new delegations template has been developed for the Dog and Cat Management Act, which has been substantially amended. Significant new provisions will commence on 1 July 2017, but other provisions will not commence until 2018. Only the provisions commencing on 1 July 2017 have been included in the template.

New provisions in the Planning Development and Infrastructure Act will also commence on 1 July 2017. The new template includes the provisions that commence on 1 July 2017 and also includes the provisions that commenced operation on 1 April 2017.

The DCM Act and PDI Act templates are available [here](#).

The new draft Resolutions for Making Delegations is available [here](#)

The Table of Updates is available [here](#).

For further information please contact Andrea Malone ([andrea.malone@lga.sa.gov.au](mailto:andrea.malone@lga.sa.gov.au))

**INSTRUMENT OF DELEGATION UNDER THE**  
**PLANNING, DEVELOPMENT AND INFRASTRUCTURE ACT 2016**

**NOTES**

1. Conditions or Limitations: conditions or limitations may apply to the delegations contained in this Instrument. Refer to the Schedule of Conditions at the back of this document.
2. Refer to the relevant Council resolution(s) to identify when these delegations were made, reviewed and or amended.

**POWERS AND FUNCTIONS DELEGATED IN THIS INSTRUMENT**

1. <b>Planning Regions and Greater Adelaide</b>
1.1 The power pursuant to Section 5(5)(b) of the Planning, Development and Infrastructure Act 2016 ( <b>the Act</b> ) to make submissions to the Minister on a proposed proclamation under Section 5 of the Act.
2. <b>Subregions</b>
2.1 The power pursuant to Section 6(3)(b) of the Act to make submissions to the Minister on the Minister's proposed course of action.
3. <b>Environment and Food Production Areas – Greater Adelaide</b>
3.1 Deliberately left blank; Section 7(5)
4. <b>Planning Agreements</b>
4.1 The power pursuant to Section 35(1)(a) of the Act to enter into an agreement ( <b>a planning agreement</b> ) with the Minister relating to a specified area of the State in accordance with Section 35 of the Act.
4.2 The power pursuant to Section 35(3) of the Act to, in a planning agreement, include provisions that outline the purposes of the agreement and the outcomes that the agreement is intended to achieve and to provide for:
4.2.1 the setting of objectives, priorities and targets for the area covered by the agreement; and
4.2.2 the constitution of a joint planning board including, in relation to such a board:

**INSTRUMENT OF DELEGATION UNDER  
THE PLANNING, DEVELOPMENT AND INFRASTRUCTURE ACT 2016**

4.2.2.1	the membership of the board, being between 3 and 7 members (inclusive); and
4.2.2.2	subject to Section 35(4) of the Act, the criteria for membership; and
4.2.2.3	the procedures to be followed with respect to the appointment of members; and
4.2.2.4	the terms of office of members; and
4.2.2.5	conditions of appointment of members, or the method by which those conditions will be determined, and the grounds on which, and the procedures by which, a member may be removed from office; and
4.2.2.6	the appointment of deputy members; and
4.2.2.7	the procedures of the board; and
4.2.3	the delegation of functions and powers to the joint planning board (including, if appropriate, functions or powers under another Act); and
4.2.4	the staffing and other support issues associated with the operations of the joint planning board; and
4.2.5	financial and resource issues associated with the operations of the joint planning board, including:
4.2.5.1	the formulation and implementation of budgets; and
4.2.5.2	the proportions in which the parties to the agreement will be responsible for costs and other liabilities associated with the activities of the board; and
4.2.6	such other matters as the Delegate thinks fit.
4.3	The power pursuant to Section 35(5)(a) of the Act, at the expiry of a planning agreement, to replace it with a new agreement (in the same or different terms).
4.4	The power pursuant to Section 35(5)(b) of the Act, to vary or terminate a planning agreement by agreement between the parties to the agreement.
<b>5.</b>	<b>Community Engagement Charter</b>
5.1	The power pursuant to Section 44(6)(a) of the Act, to, in accordance with the

**INSTRUMENT OF DELEGATION UNDER  
THE PLANNING, DEVELOPMENT AND INFRASTRUCTURE ACT 2016**

---

Charter, make submissions in relation to any proposal to prepare or amend a designated instrument under Part 5 Division 2 Subdivision 5 (unless the proposal has been initiated by the Council).	
<b>6.</b>	<b>Preparation and Amendment of Charter</b>
6.1	The power pursuant to Section 45(2)(c) of the Act to make representations (in writing or via the SA planning portal) on a proposal to prepare or amend the Charter.
<b>7.</b>	<b>Initiation of Scheme</b>
7.1	The power pursuant to Section 163(3)(b) of the Act to request the Minister initiate a proposal to proceed under Section 163 of the Act.
7.2	The power pursuant to Section 163(10) of the Act to consult with the Minister in relation to the draft outline.
<b>8.</b>	<b>Consideration of Proposed Scheme</b>
8.1	The power pursuant to Section 166(1)(c) of the Act to consult with a scheme coordinator in relation to a scheme in accordance with the Community Engagement Charter.
<b>9.</b>	<b>Adoption of Scheme</b>
9.1	The power pursuant to Section 167(7) of the Act to consult with the Minister in relation to a variation to a scheme.
<b>10.</b>	<b>Funding Arrangements</b>
10.1	The power pursuant to Section 169(2)(b) of the Act in relation to a scheme that provides for the collection of contributions under Subdivision 8 of the Act to apply for a periodic review of the levels and amounts of those contributions and as part of such review for any matter to be considered or determined by ESCOSA.
10.2	The power pursuant to Section 169(8) of the Act to approve a funding arrangement that provides for or includes the collection of contributions under subdivision 8 in relation to prescribed infrastructure.
10.3	The power pursuant to Section 169(9) of the Act to consult with the Commission in relation to a funding arrangement that is specifically relevant to the Council.
<b>11.</b>	<b>Contributions by Constituent Councils</b>
11.1	The power pursuant to Section 177(4) of the Act to consult with the Minister in

**INSTRUMENT OF DELEGATION UNDER  
THE PLANNING, DEVELOPMENT AND INFRASTRUCTURE ACT 2016**

	relation to the Council's share.
11.2	The power pursuant to Section 177(5) of the Act to, at the request of the Minister, supply the Minister with information in the possession of the Council to enable the Minister to determine shares under Sections 177(2) and (3) of the Act.
<b>12.</b>	<b>Imposition of Charge by Councils</b>
12.1	The power pursuant to Section 180(7) of the Act, if the Council incurs costs in recovering a charge as a debt, to claim the reimbursement of those costs (insofar as they are reasonable) from the relevant fund established under subdivision 9.
<b>13.</b>	<b>Authorised Works</b>
13.1	The power pursuant to Section 187(1) of the Act, subject to Section 187(3) of the Act, to carry out any infrastructure works if the Council is authorised to so do by or under the Act or any other Act.
13.2	The power pursuant to Section 187(5) of the Act, subject to Section 187(6) of the Act, to in relation to a proposal that involves disturbing the surface of a road, or that otherwise relates to a road to:
13.2.1	inform the relevant road maintenance authority of the proposal at least 28 days before the proposed commencement of any work; and
13.2.2	give the relevant road maintenance authority a reasonable opportunity to consult with the Council in relation to the matter; and
13.2.3	ensure that proper consideration is given to the views of the road maintenance authority.
13.3	The power pursuant to Section 187(5)(b) of the Act to consult with the relevant road maintenance authority in relation to the matter.
13.4	The power pursuant to Section 187(6) of the Act, in a case of emergency, to only comply with Section 187(5) of the Act to such extent as is practicable in the circumstances.
<b>14.</b>	<b>Entry onto Land</b>
14.1	The power pursuant to Section 188(1) of the Act to authorise a person for the purpose of undertaking any work or activity in connection with the exercise of a power under Division 2 of Part 13 of the Act to:
14.1.1	enter and pass over any land; and

**INSTRUMENT OF DELEGATION UNDER  
THE PLANNING, DEVELOPMENT AND INFRASTRUCTURE ACT 2016**

---

14.1.2	bring onto any land any vehicles, plant or equipment; and
14.1.3	temporarily occupy land; and
14.1.4	do anything else reasonably required in connection with the exercise of the power.
14.2	The power pursuant to Section 188(4) of the Act to pay reasonable compensation on account of any loss or damage caused by the exercise of a power under Section 188(1) of the Act.
<b>15.</b>	<b>Acquisition of Land</b>
15.1	The power pursuant to Section 189(1) of the Act, to with the consent of the Minister, acquire land for a purpose associated with infrastructure works under and in accordance with the <i>Land Acquisition Act 1969</i> .
<b>16.</b>	<b>Review of Performance</b>
16.1	The power pursuant to Clause 3(3) of Schedule 4 of the Act to explain the Council's actions, and to make submissions (including, if relevant, an indication of undertakings that the Council is willing to give in order to take remedial action), to the Minister.
16.2	The power pursuant to Clause 3(14) of Schedule 4 of the Act to make submissions to the Minister on the report on which the action to be taken by the Minister under Clause 3(13) of Schedule 4 of the Act is based.
16.3	The power pursuant to Clause 3(15) of Schedule 4 of the Act, if the Minister makes a recommendation to the Council under Clause 3(13)(a) of Schedule 4 of the Act and the Minister subsequently considers that the Council has not, within a reasonable period, taken appropriate action in view of the recommendation, consult with the Minister in relation to the directions of the Minister.
16.4	The power pursuant to Clause 3(16) of Schedule 4 of the Act to comply with a direction under Clauses 3(13) or (15) of Schedule 4 of the Act.
<b>17.</b>	<b>General Schemes</b>
17.1	The power pursuant to Clause 30(3) of Schedule 8 of the Act to request the Minister make a declaration under Clause 30(2) of Schedule 8 of the Act in relation to a scheme.

**INSTRUMENT OF DELEGATION UNDER  
THE PLANNING, DEVELOPMENT AND INFRASTRUCTURE ACT 2016**

---

**SCHEDULE OF CONDITIONS**

**CONDITIONS OR LIMITATIONS  
APPLICABLE TO DELEGATIONS  
CONTAINED IN THIS INSTRUMENT**

[Instructions for use: any conditions or limitations which apply to delegations under this Act should be inserted here – DELETE this note once conditions/limitations are entered. If no conditions apply insert 'NIL']

Paragraph(s) in instrument to which conditions/limitations apply	Conditions / Limitations
Nil	Nil



**INSTRUMENT OF DELEGATION UNDER THE**  
**DOG AND CAT MANAGEMENT ACT 1995**

**NOTES**

1. Conditions or Limitations: conditions or limitations may apply to the delegations contained in this Instrument. Refer to the Schedule of Conditions at the back of this document.
2. Refer to the relevant Council resolution(s) to identify when these delegations were made, reviewed and or amended.

**POWERS AND FUNCTIONS DELEGATED IN THIS INSTRUMENT**

<b>1. Appointment of Authorised Persons</b>	
1.1	The power pursuant to Section 25A(1) of the Dog and Cat Management Act 1995 ( <b>the Act</b> ) to appoint suitable persons (other than members of the Council) to be authorised persons for the purposes of the Act.
1.2	The power pursuant to Section 25A(2) of the Act to make an appointment subject to conditions specified in the instrument of appointment.
1.3	The power pursuant to Section 25A(3) of the Act to, at any time, revoke the appointment of an authorised person, or vary or revoke the conditions of appointment of an authorised person.
<b>2. Identification of Authorised Persons</b>	
2.1	The power pursuant to Section 25B(1) of the Act to issue to an authorised person an identity card in a form approved by the Board.
2.2	The power pursuant to Section 25B(2) of the Act, if the powers of the authorised person have been limited by conditions, to issue an identity card to the person containing a statement of those conditions.
<b>3. Area Limitation on Authorised Persons Appointed by Councils</b>	
3.1	The power pursuant to Section 25C(c) of the Act to arrange with another council for an authorised person appointed by the Council to exercise powers under the Act within the area of the other council.

**INSTRUMENT OF DELEGATION UNDER THE DOG AND CAT MANAGEMENT ACT 1995**

<b>4. Council Responsibility for Management of Dogs and Cats</b>
4.1 The power pursuant to Section 26 of the Act to administer and enforce the provisions of the Act relating to dogs and cats within the Council area and for that purpose to:
4.1.1 maintain a register of dogs containing information required by the Board (which may be kept in the form of a computer record); and
4.1.2 ensure that the Board is provided with information contained in the register as required by the Board from time to time; and
4.1.3 maintain such other registers as may be required by the Board; and
4.1.4 make the registers kept under the Act available for inspection by members of the public in accordance with any guidelines issued by the Board; and
4.1.5 if guidelines issued by the Board so require, limit inspection of a register or part of a register kept under the Act by members of the public; and
4.1.6 appoint a suitable person to be Registrar; and
4.1.7 make satisfactory arrangements for issuing and replacing certificates of registration and registration discs; and
4.1.8 appoint at least 1 full time authorised person or make other satisfactory arrangements for the exercise of the functions and powers of authorised persons; and
4.1.9 make satisfactory arrangements for the detention of dogs seized under the Act (and make such arrangements for cats seized under the Act); and
4.1.10 make satisfactory arrangements for fulfilling other obligations under the Act.
4.2 The power pursuant to Section 26(1a) of the Act, to without limiting Section 26(2) of the Act, nominate a facility approved by the Board at which dogs or cats may be detained.
4.3 The power pursuant to Section 26(4) of the Act to keep separate accounts of money received under the Act and of money expended in the administration and enforcement of the provisions of the Act relating to dogs and cats.

**INSTRUMENT OF DELEGATION UNDER THE DOG AND CAT MANAGEMENT ACT 1995**

4.4	The power pursuant to Section 26(5) of the Act to pay into the Fund the percentage fixed by regulation of the dog registration fees received by the Council.
4.5	The power pursuant to Section 26(6) of the Act to charge:
4.5.1	fees for the provision of extracts from registers kept under the Act; and
4.5.2	fees for the receipt and management of information relating to a register contemplated by Section 26(1)(ac) of the Act; and
4.5.3	fees which may be differential but which must not exceed an amount prescribed by the regulations for the purposes of paragraph (b) of Section 26(6) of the Act:
4.5.3.1	for the registration of dogs or businesses under Part 4 of the Act; and
4.5.3.2	for the late payment of registration fees; and
4.5.3.3	for meeting any other requirement imposed on the Council under the Act.
4.6	The power pursuant to Section 26(7) of the Act, in the case of a standard dog or cat, to, provide for a percentage rebate of a fee that would otherwise be charged for the registration of a dog or cat under the Act.
<b>5.</b>	<b>Plans of Management Relating to Dogs and Cats</b>
5.1	The power pursuant to Section 26A(1) of the Act to in accordance with Sections 26A(2) and (3) of the Act, prepare a plan relating to the management of dogs and cats within the Council area.
5.2	The power pursuant to Section 26A(5) of the Act to amend a plan of management at any time during the course of the 5 year period covered by the plan, with the approval of the Board.
<b>6.</b>	<b>Rectification of Register</b>
6.1	The power pursuant to Section 39 of the Act upon application by any person aggrieved by an entry in the register, to rectify the register.
<b>7.</b>	<b>Destruction and Control Orders</b>
7.1	The power pursuant to Section 50(1) of the Act to, in accordance with Division 3 of Part 5 of the Act, make an order of any of the following classes in relation to a specified dog:

**INSTRUMENT OF DELEGATION UNDER THE DOG AND CAT MANAGEMENT ACT 1995**

7.1.1	a Destruction Order;
7.1.2	a Control (Dangerous Dog) Order;
7.1.3	a Control (Menacing Dog) Order;
7.1.4	a Control (Nuisance Dog) Order;
7.1.5	a Control (Barking Dog) Order.
7.2	The power pursuant to Section 50(2)(b) of the Act to approve some other place to the place specified in the order for a dog to be kept or detained until destroyed.
<b>8.</b>	<b>Grounds on Which Orders May be Made</b>
8.1	The power pursuant to Section 51 of the Act to make an order in relation to a dog under Division 3 of Part 5 of the Act, if satisfied that:
8.1.1	in the case of a Destruction Order:
8.1.1.1	the dog is unduly dangerous; and
8.1.1.2	the dog has attacked, harassed or chased a person or an animal or bird owned by or in the charge of a person in circumstances that would constitute an offence against the Act; or
8.1.2	in the case of a Control (Dangerous Dog) Order:
8.1.2.1	the dog:
(a)	is dangerous; and
(b)	has attacked, harassed or chased a person or an animal or bird, or is likely to do so, in circumstances that would constitute an offence against the Act or any other Act; or
8.1.2.2	the dog is subject to an order made under a law of another jurisdiction that corresponds with a Control (Dangerous Dog) Order; or
8.1.3	in the case of a Control (Menacing Dog) Order:
8.1.3.1	the dog:
(a)	is menacing; and
(b)	has attacked, harassed or chased a person or an

**INSTRUMENT OF DELEGATION UNDER THE DOG AND CAT MANAGEMENT ACT 1995**

	animal or bird, or is likely to do so, in circumstances that would constitute an offence against the Act or any other Act; or
8.1.3.2	the dog is subject to an order made under a law of another jurisdiction that corresponds with a Control (Menacing Dog) Order; or
8.1.4	in the case of a Control (Nuisance Dog) Order:
8.1.4.1	the dog:
	(a) is a nuisance; and
	(b) has attacked, harassed or chased a person or an animal or bird, or is likely to do so, in circumstances that would constitute an offence against the Act or any other Act; or
8.1.4.2	the dog is subject to an order made under a law of another jurisdiction that corresponds with a Control (Nuisance Dog) Order; or
8.1.5	in the case of a Control (Barking Dog) Order:
8.1.5.1	the dog is a nuisance; and
8.1.5.2	the dog has created noise by barking or otherwise in circumstances that would constitute an offence against the Act or any other Act.
<b>9.</b>	<b>Procedure for Making and Revoking Orders</b>
9.1	The power pursuant to Section 52(1) of the Act to:
9.1.1	make an order under Division 3 of Part 5 of the Act on the Delegate's own initiative or on an application made in a manner and form determined by the Council or the Delegate; and
9.1.2	to determine the manner and form of an application for an order under Division 3 of Part 5 of the Act.
9.2	The power pursuant to Section 52(1) of the Act before making an order under Division 3 of Part 5 of the Act, to take reasonable steps:
9.2.1	to ascertain all persons who own or are responsible for the control of the dog; and
9.2.2	to give each of the persons so ascertained at least 7 days written notice:

**INSTRUMENT OF DELEGATION UNDER THE DOG AND CAT MANAGEMENT ACT 1995**

9.2.2.1	identifying the dog in relation to which it is proposed that the order be made;
9.2.2.2	setting out the terms of the proposed order; and
9.2.2.3	inviting the owner or other person to make submissions to the Council or the Delegate in respect of the matter within 7 days or such longer period as is allowed by the Council or the Delegate.
9.3	The power pursuant to Section 52(2) of the Act to:
9.3.1	make an order in the manner and form required by the Board; and
9.3.2	note an order in the register kept by the Council under the Act.
9.4	The power pursuant to Section 52(3) of the Act to take all reasonable steps to give a copy of the order to each person who owns or is responsible for the control of the dog.
9.5	The power pursuant to Section 52(4) of the Act to revoke an order made by the Council by written notice to the person who owns or is responsible for the control of the dog.
9.6	The power pursuant to Section 52(5) of the Act to enter a note of the revocation in the register kept by the Council under the Act.
9.7	The power pursuant to Section 52(6) of the Act to, at the request of the Board, note in the register kept under the Act an order made by the Board.
<b>10. Directions About How to Comply with Order</b>	
10.1	The power pursuant to Section 53(1) of the Act to issue, from time to time, written directions to a person who owns or is responsible for the control of a dog subject to an order under Division 3 of Part 5 of the Act about how the order may be complied with in the area of the Council.
<b>11. Power of Court to Order Destruction or Control of Dog on Application</b>	
11.1	The power pursuant to Section 59 of the Act to apply to the Magistrates Court for any order in relation to a dog that the Court could have made if the proceedings had been criminal proceedings under the Act.
<b>12. Prohibition Orders</b>	
12.1	The power pursuant to Section 59A(1) of the Act to, in accordance with Division 3 of Part 5 of the Act, make a Prohibition Order against a

**INSTRUMENT OF DELEGATION UNDER THE DOG AND CAT MANAGEMENT ACT 1995**

	person.
12.2	The power pursuant to Section 59A(2)(b)(ii) of the Act to approve some other place to that specified in the order for a dog to be kept or detained until destroyed or disposed of.
12.3	The power pursuant to Section 59A(3) of the Act upon the Delegate's own initiative or on application, to make a Prohibition Order against a person if satisfied that, subject to Section 59A(4) of the Act:
12.3.1	while the person owned or was responsible for the control of a dog, the dog attacked, harassed or chased a person or animal or bird owned by or in the charge of a person in circumstances that would constitute an offence against the Act; and
12.3.2	–
12.3.2.1	the dog was already subject to a Destruction Order or a Control (Dangerous Dog) Order; or
12.3.2.2	during the 5 years preceding the event referred to in Section 59A(3)(a) of the Act, a Destruction Order or a Control (Dangerous Dog) Order was made in relation to some other dog on grounds that arose while the person owned or was responsible for the control of that other dog.
12.4	The power pursuant to Section 59A(3a) of the Act to, on the Delegate's own initiative or on application, make a Prohibition Order against a person if satisfied that the person is subject to a supervision order under Section 269O of the <i>Criminal Law Consolidation Act 1935</i> .
12.5	The power pursuant to Section 59A(5) of the Act to:
12.5.1	make an order in the manner and form required by the Board; and
12.5.2	record the order in a manner and form approved by the Board, and keep the record readily available for public inspection.
12.6	The power pursuant to Section 59A(6) of the Act to revoke an order made by the Council by written notice to the person against whom the order was made.
12.7	The power pursuant to Section 59A(7) of the Act to enter a note of the revocation in the record kept by the Council under Section 59A of the Act.

**INSTRUMENT OF DELEGATION UNDER THE DOG AND CAT MANAGEMENT ACT 1995**

<b>13. Procedure Following Seizure of Dog</b>
13.1 The power pursuant to Section 61(4) of the Act if a dog is seized in order to prevent or stop it attacking, harassing or chasing a person or an animal or bird because it is unduly dangerous, to as soon as practicable, proceed to consider making an order in relation to the dog or applying to the Magistrates Court for an order in relation to the dog.
13.2 The power pursuant to Section 61(6) of the Act to recover the cost of taking action under Section 61(3) of the Act from the person who owns or is responsible for the control of the dog as a debt due to the Council.
<b>14. Power to Seize and Detain Cats</b>
14.1 The power pursuant to Section 64(2)(c) of the Act to nominate a facility at which cats may be destroyed.
<b>15. Certain Bodies May Microchip and Desex Detained Dogs and Cats</b>
15.1 The power pursuant to Section 64B(1) of the Act, despite any other provision of the Act, or any other Act or law, if the Council is detaining a dog or cat seized under the Act or any other Act, to, in accordance with any guidelines determined by the Board for the purposes of Section 64B of the Act, do 1 or more of the following:
15.1.1 microchip the dog or cat;
15.1.2 desex the dog or cat;
15.1.3 cause the dog or cat to be microchipped or desexed or both.
15.2 The power pursuant to Section 64B(2) of the Act to recover the cost of taking action under Section 64B of the Act as a debt from a person who owns or is responsible for the control of the dog or cat.



## SCHEDULE OF CONDITIONS

### CONDITIONS OR LIMITATIONS APPLICABLE TO DELEGATIONS CONTAINED IN THIS INSTRUMENT

[Instructions for use: any conditions or limitations which apply to delegations under this Act should be inserted here – DELETE this note once conditions/limitations are entered. If no conditions apply insert "NIL"]

Paragraph(s) in instrument to which conditions/limitations apply	Conditions / Limitations

## **DECISION REPORT**

**REPORT TITLE:** POLICY REVIEW  
**ITEM NUMBER:** 887  
**DATE OF MEETING:** 26 JUNE 2017  
**AUTHOR:** SUE BAYLY  
**JOB TITLE:** GOVERNANCE OFFICER

---

### **EXECUTIVE SUMMARY**

The purpose of the report is to seek Council endorsement of three Council policies which have been reviewed and updated;

- Fraud and corruption prevention policy
- Order making policy
- Petitions to Council or for display policy.

### **RECOMMENDATION**

That:

1. The report be received.
  2. The updated policies be endorsed;
    - Fraud and corruption prevention policy (Attachment 2 to Item 887/17).
    - Order making policy (Attachment 4 to Item 887/17).
    - Petitions to Council or for display policy (Attachment 6 to Item 887/17).
-

## **1. RELEVANT CORE STRATEGIES/POLICIES**

Goal 5.3      Good governance and legislative framework

## **2. DISCUSSION**

Council policies record its position on various matters, or may be mandatory under legislation, and need to be reviewed to ensure currency and compliance.

The following policies have been reviewed and updated, and Council endorsement is sought for the new versions;

- Fraud and corruption prevention policy
- Order making policy
- Petitions to Council or for display policy.

### Fraud and corruption prevention policy

This policy was first adopted by Council in March 2014. The review identified that it needed to be transferred to the more recent policy format with minor changes to staff position titles and some typographical corrections. Definitions from the AS8001:2008 Fraud and Corruption Control Standard were added and the policy was checked against the Risk Management Policy as the two policies are interrelated.

The old Fraud and corruption prevention policy is shown with tracked changes at Attachment 1 to Item 887/17

Attachment 1

The updated Fraud and corruption prevention policy is shown at Attachment 2 to Item 887/17

Attachment 2

### Order making policy

The Order making policy is a mandatory policy under Section 259 of the Local Government Act 1999 (the Act) and needed substantial revision due to the removal of some powers from the Act. There has been a transfer of some powers, such as penalties for depositing rubbish and unsightly condition of land to the Local Nuisance and Litter Control Act 2016 (LN&LC Act).

The LN&LC Act commenced in two stages;

- 01 February 2017 – Litter controls
- 01 July 2017 – Local nuisance controls.

Council has previously made the appropriate delegations under the LN&LC Act. Any delegations under the repealed sections of the Local Government Act 1999 automatically lapse on those dates. The details are contained in item C734 of 23 January 2017 and item C776 of 28 February 2017.

The Order making policy and delegated powers are part of the same regulatory process under the Act. And so, corresponding changes have been made to the Order making policy which needs to be in place by 1 July 2017 in readiness for second stage (ie. local nuisance controls) of the new regulatory system.

It is noted that section 259(5) of the Act specifies that public consultation be undertaken if the Order making policy is amended. However, in this instance the policy amendments are being made to comply with changes to the Act and the new LN&LC Act. To undertake public consultation under those conditions would be misleading and unwarranted as Council has no discretion over the legislative changes.

There are no changes to the procedures for issuing an order and the appeal rights contained in Chapter 12, Part 2, Division 2 of the Act for the sections which remain in the Act. That is, the rights of the public under the Act are not affected by either the amended Act or updated Order making policy.

The former Order making policy is shown with tracked changes at Attachment 3 to Item 887/17

Attachment 3

The updated Order making policy is shown at Attachment 4 to Item 887/17

Attachment 4

#### Petitions to Council and for display

The title of the policy was "Display of petitions within Council facilities" but it included the process for presenting petitions to Council. This was confusing as the conditions are different for the two processes. The old policy is shown at Attachment 5 to Item 887/17 with tracked changes.

Attachment 5

The policy has been renamed and revised to clarify the two different options.

The public may bring a petition in to Council for the purpose of collecting signatures in support of a cause external to Council. For example, the community may wish to collect signatures for an issue which is under consideration by another level of government. Provided that the petition meets the conditions around suitable language etc, the petition may be accepted, as part of the democratic process, for presentation to a third party.

Presentation of a petition to Council is governed by the Local Government (Procedures at Meetings) Regulations 2013, and so the policy follows those requirements. A statement has also been added to advise the community that a petition which has been presented to Council or a Council Section 41 Committee in the Meeting Agenda is an official public record and the names and addresses of petitioners are therefore viewable by the public. The Act requires Council and its Section 41 Committees to publish their Agendas and

Minutes on the council website and a copy must be made available for viewing at the Civic Centre.

The revised policy is shown at Attachment 6 to Item 887/17.

Attachment 6

There is also an operational procedure, the Petitions submission process and template, available on the Council website to assist the public.

### **3. ANALYSIS OF OPTIONS**

#### **Option 1 – That Council endorse the revised policies**

The three policies have been revised and amended to ensure that they reflect the recent organisational restructure and have been transferred into the current policy template.

These updates are part of Council's ongoing review process, which aims to ensure that Council policies comply with legislative change and are consistent with Council's goals.

The Elected Member Policy Working Party has reviewed the drafts and offered comments/suggestions which have been incorporated into the revised policies presented here. Feedback and suggestions were received from Councillors Hughes, Palmer and Schnell.

#### **Option 2 – The report be received**

Council may wish to receive the report and retain the existing versions of these policies, but outdated policies are a risk to Council. This option is not recommended.

### **4. RECOMMENDED OPTION**

Option 1 is the recommended option.

### **5. POLICY IMPLICATIONS**

#### **5.1 *Legislative/Risk Management***

The legislative changes relevant to some of the policy amendments are discussed above. There would be a risk to Council's enforcement powers if a policy did not reflect current legislation.

### **6. REPORT CONSULTATION**

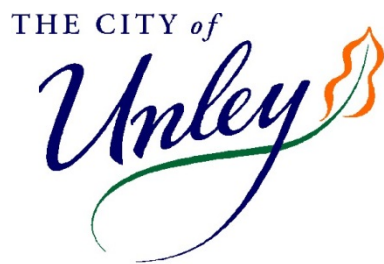
Elected Member Policy Working Party (The Mayor, Crs. Hughes, Koumi, Palmer, and Schnell)  
Executive Management Team  
Acting Group Manager Governance and Risk

**7.     ATTACHMENTS**

- 1) Former Fraud and corruption prevention policy (with tracked changes)
- 2) Updated Fraud and corruption prevention policy
- 3) Former Order making policy (with tracked changes)
- 4) Updated Order making policy
- 5) Former Display of petitions within Council facilities policy (with tracked changes)
- 6) Revised Petitions to Council or for display policy

**8.     REPORT AUTHORISERS**

<b><u>Name</u></b>	<b><u>Title</u></b>
Peter Tsokas	Chief Executive Officer
Julie Lister	Acting Group Manager Governance and Risk



**DRAFT 08/06/2017**

## **FRAUD AND CORRUPTION PREVENTION POLICY**

Policy Type:	Council Policy
Responsible Department:	<del>People &amp; Governance</del> <u>Office of the Chief Executive Officer</u>
Responsible Officer:	<del>Group General Manager</del> <u>People &amp; Governance &amp; Risk</u>
<u>Legislation</u>	<del>Local Government Act 1999</del> <del>Independent Commissioner Against Corruption Act 2012 (ICAC Act)</del> <del>Criminal Law Consolidation Act 1935</del> <del>Whistleblowers' Protection Act 1993</del>
<u>Relevant Delegations:</u>	N/A
Related Policies and Procedures	<ul style="list-style-type: none"> <li>• <del>COU60</del> Whistleblowers' Protection Policy</li> <li>• <u>Risk Management Policy and Framework</u></li> <li>• <del>and</del> Internal Control Procedures</li> <li>• Code of Conduct for Council Employees</li> <li>• Code of Conduct for Council Members</li> <li>• Council Members Allowances and Benefits Policy</li> <li>• Fraud and Corruption Prevention Reporting Procedure</li> </ul>
<u>Community Goal</u>	<del>O5.3 Good governance &amp; legislative framework</del>
Date Adopted	C1072, 11/03/2014
<u>Last review date</u>	<u>..... 2017</u>
<u>Next review date:</u>	<u>.... 2020</u>
ECM Doc set I.D.	2192544

### **1. POLICY STATEMENT**

The City of Unley ("the Council") is committed to acting in the best interest of the community and to upholding the principles of honesty, collaboration, integrity and transparency, which are all key components of good governance.

The Council recognises that Fraud and Corruption in Public Administration have the potential to cause significant financial and reputational harm and that therefore, the prevention and control of Fraud and Corruption should feature predominantly within the systems and procedures of a responsible Council.

### **2. COMMUNITY GOAL**

## O5.3 Good governance & legislative framework

### **2.3. PRINCIPLES**

This Policy is intended to complement and be implemented in conjunction with other Council policies, including:

- Whistleblowers' Protection Policy
- Risk Management Policy and Framework
- ~~and~~ Internal Control Procedures
- Code of Conduct for Council Employees
- Code of Conduct for Council Members, and
- Elected Members Allowances and Benefits Policy.

This Policy applies to all disclosures that relate to the actual or suspected occurrence of Fraud and/or Corruption within the Council.

### **3.4. POLICY OBJECTIVES**

This Policy is designed to protect public funds and assets and the integrity, security and reputation of the Council.

This Policy outlines the Council's approach to the prevention or minimisation, identification and control of fraudulent and/or corrupt activity and, summarises the associated responsibilities of Council Members and Council Employees.

The Council will not tolerate fraudulent or corrupt activity and is committed to its control and prevention by:

- complying with the requirements of the *Independent Commissioner Against Corruption Act 2012* (ICAC Act)
- establishing and maintaining an effective system of internal controls and enforcing compliance with those controls
- regularly undertaking risk assessments to identify circumstances in which Fraud and Corruption could potentially occur
- implementing Fraud and Corruption prevention and mitigation strategies in its day to day operations
- taking appropriate action in response to allegations of fraudulent and/or corrupt activity including:
  - (i) reporting allegations in accordance with the ICAC Act and the reporting system established by the Independent Commissioner Against Corruption (ICAC) under section 20 of the ICAC Act, and
  - (ii) ~~and~~ where allegations are substantiated, in addition to applicable criminal sanctions, ~~may take~~ disciplinary action may be taken in accordance with the Codes of Conduct for Council Members and Council Employees or, if relevant, a Council Employee's contract of employment with the Council
- ensuring all Council Employees and Council Members are aware of their obligations in regards to the prevention of Fraud and Corruption within the Council and the inclusion of preliminary education in any induction process



- active participation in education and evaluation of practices relevant to Fraud and Corruption.
- fostering an ethical environment in which dishonest and fraudulent behaviour is actively discouraged, and
- generating community awareness of the Council's commitment to the prevention of Fraud and Corruption.

#### 4.5. PREVENTION

The Council recognises that:

- the occurrence of Fraud and Corruption will prevail in an administrative environment where opportunities exist for waste, abuse and maladministration, and
- the most effective way to prevent the occurrence of Fraud and Corruption is to promote an ethical environment in which internal control mechanisms have been implemented.

In general, the Council expects that Public Officers will assist in preventing Fraud and Corruption within the Council by:

- understanding the responsibilities of their position
- familiarising themselves with the Council's policies and procedures and adhering to them
- understanding what behaviour constitutes fraudulent and/or corrupt conduct
- maintaining an awareness of the strategies that have been implemented by the Council to minimise Fraud and Corruption
- being continuously vigilant to the potential for Fraud and/or Corruption to occur, and
- reporting suspected or actual occurrences of Fraud or Corruption in accordance with the Fraud and Corruption Prevention Reporting Procedure.

#### ***Specific Responsibilities***

Collectively, as the decision making body of the Council, **Council Members** are responsible for ensuring that the **Council**:

- promotes community awareness of the Council's commitment to the prevention of Fraud and Corruption
- provides adequate security for the prevention of Fraud and Corruption. This includes the provision of secure facilities for storage of assets and data, and procedures to deter fraudulent or corrupt activity from occurring
- provides mechanisms for receiving allegations of Fraud or Corruption, including by ensuring a Responsible Officer is appointed
- ensures that, where appropriate, proper investigations are conducted into allegations that involve Fraud or Corruption
- makes reports and facilitates cooperation with any investigation undertaken by an external authority (such as SAPOL or the Commissioner)

- ensures that all Employees are aware of their responsibilities in relation to Fraud and Corruption through the provision of appropriate and regular training
- promotes a culture and environment in which Fraud and Corruption is actively discouraged and is readily reported should it occur, and
- undertakes a Fraud and Corruption risk assessment on a regular basis.

**Managers** are responsible for:

- the conduct of any Employees whom they supervise and, will be held accountable for such
- any property under their control and, will be held accountable for such
- reporting in accordance with the Fraud and Corruption Prevention Reporting Procedure
- creating an environment in which Fraud and Corruption is discouraged and readily reported by Employees. Such an environment shall be fostered by the Manager's own attitude and behaviours to Fraud and Corruption and, by the accountability and integrity they both display and encourage from other Employees
- ensuring that new Employees for whom they are responsible are aware of their responsibilities in relation to Fraud and Corruption and, of the standard of conduct expected from all Employees as outlined in the Code of Conduct for Council Employees and this Policy
- identifying, monitor and report potential Fraud and Corruption risks, and
- leading by example to promote ethical behaviour.

**Employees** are responsible for:

- performing their functions and duties with care, diligence, honesty and integrity
- conducting themselves in a professional manner at all times
- adhering to these guidelines and other Council procedures that have been established to prevent Fraud or Corruption
- taking care of Council's property which includes avoiding the waste or misuse of the Council's resources
- maintaining and enhancing the reputation of the Council
- remaining scrupulous in the use of Council information, assets, funds, property, goods or services, and
- reporting in accordance with the Fraud and Corruption Prevention Reporting Procedure.

## **5.6. DEFINITIONS**

For the purposes of this Policy the following definitions apply:

**Corruption** in public administration means:

- a) An offence against Part 7 Division 4 (Offences relating to public officers) of the *Criminal Law Consolidation Act 1935*, which includes the following offences:
  - (i) bribery or Corruption of public officers
  - (ii) threats or reprisals against public officers

- (iii) abuse of public office
  - (iv) demanding or requiring benefit on basis of public office
  - (v) offences relating to appointment to public office.
- b) Any other offence (including an offence against Part 5 (Offences of dishonesty) of the [Criminal Law Consolidation Act 1935](#)) committed by a public officer while acting in his or her capacity as a public officer or by a former public officer and related to his or her former capacity as a public officer, or by a person before becoming a public officer and related to his or her capacity as a public officer, or an attempt to commit such an offence (see Appendix 1 to the Fraud and corruption reporting procedure for examples of offences under the *Local Government Act 1999*, *Local Government (Elections) Act 1999* and *Development Act 1993*); or
- c) Any of the following in relation to an offence referred to in a preceding paragraph:
- (i) aiding, abetting, counselling or procuring the commission of the offence
  - (ii) inducing, whether by threats or promises or otherwise, the commission of the offence
  - (iii) being in any way, directly or indirectly, knowingly concerned in, or party to, the commission of the offence
  - (iv) conspiring with others to effect the commission of the offence.

d) The AS8001:2008 Fraud and Corruption Control standard defines *corruption* as:

- 'Dishonest activity where an employee or external third party acts contrary to the interests of the Council by abusing their position of trust in order to achieve personal gain or advantage for themselves or for another person or entity. The concept of 'corruption' within this definition can also involve corrupt conduct by the Council, or a person purporting to act on behalf of and in the interest of the Council, in order to secure some form of improper advantage for the Council either directly or indirectly'.

**Directions and Guidelines** is a reference to the Directions and Guidelines issued pursuant to section 20 of the ICAC Act, which are available on the Commissioner's website ([www.icac.sa.gov.au](http://www.icac.sa.gov.au)).

**Employee** is any person who is employed by the Council, but also includes any contractors, volunteers and consultants undertaking work for, or on behalf of the Council.

**A False Disclosure** is a disclosure of information relating to Fraud or Corruption that is made by a person who knows the information to be false or, who is reckless as to whether it is false.

**Fraud** is an intentional dishonest act or omission done with the purpose of deceiving.

The AS8001:2008 Fraud and Corruption Control standard defines *fraud* as:

- 'Dishonest activity causing actual or potential financial loss to any person or entity including theft of moneys or other property by employees or persons external to the entity and where deception is used at the time, immediately before or immediately following the activity. This also includes deliberate falsification, concealment, destruction or use of falsified documentation or intended for use for a normal business purpose or the improper use of information or position for personal benefit financial or otherwise.'

Note: unlike 'Corruption' there is no statutory definition of 'Fraud'. Fraud is a style of offending. The offences addressed under Part 5 and Part 6 of the *Criminal Law Consolidation Act 1935* are considered to constitute Fraud offences.

**Independent Commissioner Against Corruption (Commissioner)** means the person holding or acting in the office of the Independent Commissioner Against Corruption.

**Local government body** defined at Section 4 of the *ICAC Act 2012* means a council or a subsidiary of a council established under the *Local Government Act 1999*.

**Manager** means any Employee of the Council who is responsible for the direct supervision of other Employees, and/or, for the management of a Council Department.

**Office for Public Integrity (OPI)** is the office established under the *ICAC Act* that has the function to:

- a) receive and assess complaints about public administration from members of the public
- b) receive and assess reports about Corruption, misconduct and maladministration in public administration from the Ombudsman, the Council and public officers
- c) make recommendations as to whether and by whom complaints and reports should be investigated
- d) perform other functions assigned to the Office by the Commissioner.

**Public administration** defined at section 4 of the *ICAC Act 2012* means without limiting the acts that may comprise public administration, an administrative act within the meaning of the *Ombudsman Act 1972* will be taken to be carried out in the course of public administration.

**Public Officer** defined under the *ICAC Act 2012* includes:

- a Council Member, and
- an Employee or Officer of the Council, and
- a member of a local government body.

**A Responsible Officer** is a person (or persons) appointed by the Council pursuant to section 302B of the *Local Government Act 1999* who is (are) authorised to receive and act upon disclosures of public interest information reported to him/her under the *Whistleblowers' Protection Act 1993*.

## **6.7. LEGISLATION**

Local Government Act 1999  
 Independent Commissioner Against Corruption Act 2012 (ICAC Act)  
 Criminal Law Consolidation Act 1935  
 Whistleblowers' Protection Act 1993

## **7.8. POLICY DELEGATIONS**

Full information about the sub-delegated powers and duties is contained in the Council Delegations Register.

**8.9. AVAILABILITY OF POLICY**

The Policy is available for public inspection during normal office hours at;  
The Civic Centre,  
181 Unley Road, Unley SA 5061.

A copy may be purchased for a fee as determined annually by Council.

It is also available for viewing, download and printing free of charge from the Council's website [www.unley.sa.gov.au](http://www.unley.sa.gov.au).

**10. DOCUMENT HISTORY**

Date	Council / Committee / Internal	Comment
12/11/2013	A&G 75	New policy
11/02/2014	A&G 80	
11/03/2014	C 1072	
<u>.... 2017</u>		



## FRAUD AND CORRUPTION PREVENTION POLICY

Policy Type:	Council Policy
Responsible Department:	Office of the Chief Executive Officer
Responsible Officer:	Group Manager Governance & Risk
Related Policies and Procedures	<ul style="list-style-type: none"> <li>• Whistleblowers' Protection Policy</li> <li>• Risk Management Policy and Framework</li> <li>• Internal Control Procedures</li> <li>• Code of Conduct for Council Employees</li> <li>• Code of Conduct for Council Members</li> <li>• Council Members Allowances and Benefits Policy</li> <li>• Fraud and Corruption Prevention Reporting Procedure</li> </ul>
Date Adopted	C1072, 11/03/2014
Last review date	..... 2017
Next review date:	.... 2020
ECM Doc set I.D.	2192544

### 1. POLICY STATEMENT

The City of Unley ("the Council") is committed to acting in the best interest of the community and to upholding the principles of honesty, collaboration, integrity and transparency, which are all key components of good governance.

The Council recognises that Fraud and Corruption in Public Administration have the potential to cause significant financial and reputational harm and that therefore, the prevention and control of Fraud and Corruption should feature predominantly within the systems and procedures of a responsible Council.

### 2. COMMUNITY GOAL

O5.3 Good governance & legislative framework

### 3. PRINCIPLES

This Policy is intended to complement and be implemented in conjunction with other Council policies, including:

- Whistleblowers' Protection Policy

- Risk Management Policy and Framework
- Internal Control Procedures
- Code of Conduct for Council Employees
- Code of Conduct for Council Members, and
- Elected Members Allowances and Benefits Policy.

This Policy applies to all disclosures that relate to the actual or suspected occurrence of Fraud and/or Corruption within the Council.

#### 4. POLICY OBJECTIVES

This Policy is designed to protect public funds and assets and the integrity, security and reputation of the Council.

This Policy outlines the Council's approach to the prevention or minimisation, identification and control of fraudulent and/or corrupt activity and, summarises the associated responsibilities of Council Members and Council Employees.

The Council will not tolerate fraudulent or corrupt activity and is committed to its control and prevention by:

- complying with the requirements of the *Independent Commissioner Against Corruption Act 2012* (ICAC Act)
- establishing and maintaining an effective system of internal controls and enforcing compliance with those controls
- regularly undertaking risk assessments to identify circumstances in which Fraud and Corruption could potentially occur
- implementing Fraud and Corruption prevention and mitigation strategies in its day to day operations
- taking appropriate action in response to allegations of fraudulent and/or corrupt activity including:
  - (i) reporting allegations in accordance with the ICAC Act and the reporting system established by the Independent Commissioner Against Corruption (ICAC) under section 20 of the ICAC Act, and
  - (ii) where allegations are substantiated, in addition to applicable criminal sanctions, disciplinary action may be taken in accordance with the Codes of Conduct for Council Members and Council Employees or, if relevant, a Council Employee's contract of employment with the Council
- ensuring all Council Employees and Council Members are aware of their obligations in regards to the prevention of Fraud and Corruption within the Council and the inclusion of preliminary education in any induction process
- active participation in education and evaluation of practices relevant to Fraud and Corruption.
- fostering an ethical environment in which dishonest and fraudulent behaviour is actively discouraged, and
- generating community awareness of the Council's commitment to the prevention of Fraud and Corruption.

## 5. PREVENTION

The Council recognises that:

- the occurrence of Fraud and Corruption will prevail in an administrative environment where opportunities exist for waste, abuse and maladministration, and
- the most effective way to prevent the occurrence of Fraud and Corruption is to promote an ethical environment in which internal control mechanisms have been implemented.

In general, the Council expects that Public Officers will assist in preventing Fraud and Corruption within the Council by:

- understanding the responsibilities of their position
- familiarising themselves with the Council's policies and procedures and adhering to them
- understanding what behaviour constitutes fraudulent and/or corrupt conduct
- maintaining an awareness of the strategies that have been implemented by the Council to minimise Fraud and Corruption
- being continuously vigilant to the potential for Fraud and/or Corruption to occur, and
- reporting suspected or actual occurrences of Fraud or Corruption in accordance with the Fraud and Corruption Prevention Reporting Procedure.

### ***Specific Responsibilities***

Collectively, as the decision making body of the Council, ***Council Members*** are responsible for ensuring that the ***Council***:

- promotes community awareness of the Council's commitment to the prevention of Fraud and Corruption
- provides adequate security for the prevention of Fraud and Corruption. This includes the provision of secure facilities for storage of assets and data, and procedures to deter fraudulent or corrupt activity from occurring
- provides mechanisms for receiving allegations of Fraud or Corruption, including by ensuring a Responsible Officer is appointed
- ensures that, where appropriate, proper investigations are conducted into allegations that involve Fraud or Corruption
- makes reports and facilitates cooperation with any investigation undertaken by an external authority (such as SAPOL or the Commissioner)
- ensures that all Employees are aware of their responsibilities in relation to Fraud and Corruption through the provision of appropriate and regular training
- promotes a culture and environment in which Fraud and Corruption is actively discouraged and is readily reported should it occur, and
- undertakes a Fraud and Corruption risk assessment on a regular basis.

***Managers*** are responsible for:

- the conduct of any Employees whom they supervise and, will be held accountable for such
- any property under their control and, will be held accountable for such



- reporting in accordance with the Fraud and Corruption Prevention Reporting Procedure
- creating an environment in which Fraud and Corruption is discouraged and readily reported by Employees. Such an environment shall be fostered by the Manager's own attitude and behaviours to Fraud and Corruption and, by the accountability and integrity they both display and encourage from other Employees
- ensuring that new Employees for whom they are responsible are aware of their responsibilities in relation to Fraud and Corruption and, of the standard of conduct expected from all Employees as outlined in the Code of Conduct for Council Employees and this Policy
- identifying, monitor and report potential Fraud and Corruption risks, and
- leading by example to promote ethical behaviour.

**Employees** are responsible for:

- performing their functions and duties with care, diligence, honesty and integrity
- conducting themselves in a professional manner at all times
- adhering to these guidelines and other Council procedures that have been established to prevent Fraud or Corruption
- taking care of Council's property which includes avoiding the waste or misuse of the Council's resources
- maintaining and enhancing the reputation of the Council
- remaining scrupulous in the use of Council information, assets, funds, property, goods or services, and
- reporting in accordance with the Fraud and Corruption Prevention Reporting Procedure.

## 6. DEFINITIONS

For the purposes of this Policy the following definitions apply:

**Corruption** in public administration means:

- a) An offence against Part 7 Division 4 (Offences relating to public officers) of the *Criminal Law Consolidation Act 1935*, which includes the following offences:
  - (i) bribery or Corruption of public officers
  - (ii) threats or reprisals against public officers
  - (iii) abuse of public office
  - (iv) demanding or requiring benefit on basis of public office
  - (v) offences relating to appointment to public office.
- b) Any other offence (including an offence against Part 5 (Offences of dishonesty) of the [Criminal Law Consolidation Act 1935](#)) committed by a public officer while acting in his or her capacity as a public officer or by a former public officer and related to his or her former capacity as a public officer, or by a person before becoming a public officer and related to his or her capacity as a public officer, or an attempt to commit such an offence (see Appendix 1 to the Fraud and corruption reporting procedure for examples of offences under the *Local*

*Government Act 1999, Local Government (Elections) Act 1999 and Development Act 1993*); or

- c) Any of the following in relation to an offence referred to in a preceding paragraph:
  - (i) aiding, abetting, counselling or procuring the commission of the offence
  - (ii) inducing, whether by threats or promises or otherwise, the commission of the offence
  - (iii) being in any way, directly or indirectly, knowingly concerned in, or party to, the commission of the offence
  - (iv) conspiring with others to effect the commission of the offence.
- d) The AS8001:2008 Fraud and Corruption Control standard defines *corruption* as:

‘Dishonest activity where an employee or external third party acts contrary to the interests of the Council by abusing their position of trust in order to achieve personal gain or advantage for themselves or for another person or entity. The concept of ‘corruption’ within this definition can also involve corrupt conduct by the Council, or a person purporting to act on behalf of and in the interest of the Council, in order to secure some form of improper advantage for the Council either directly or indirectly’.

**Directions and Guidelines** is a reference to the Directions and Guidelines issued pursuant to section 20 of the ICAC Act, which are available on the Commissioner’s website ([www.icac.sa.gov.au](http://www.icac.sa.gov.au)).

**Employee** is any person who is employed by the Council, but also includes any contractors, volunteers and consultants undertaking work for, or on behalf of the Council.

**A False Disclosure** is a disclosure of information relating to Fraud or Corruption that is made by a person who knows the information to be false or, who is reckless as to whether it is false.

**Fraud** is an intentional dishonest act or omission done with the purpose of deceiving. The AS8001:2008 Fraud and Corruption Control standard defines fraud as:

‘Dishonest activity causing actual or potential financial loss to any person or entity including theft of moneys or other property by employees or persons external to the entity and where deception is used at the time, immediately before or immediately following the activity. This also includes deliberate falsification, concealment, destruction or use of falsified documentation or intended for use for a normal business purpose or the improper use of information or position for personal benefit financial or otherwise.’

Note: unlike ‘Corruption’ there is no statutory definition of ‘Fraud’. Fraud is a style of offending. The offences addressed under Part 5 and Part 6 of the *Criminal Law Consolidation Act 1935* are considered to constitute Fraud offences.

**Independent Commissioner Against Corruption (Commissioner)** means the person holding or acting in the office of the Independent Commissioner Against Corruption.

**Local government body** defined at Section 4 of the *ICAC Act 2012* means a council or a subsidiary of a council established under the *Local Government Act 1999*.

**Manager** means any Employee of the Council who is responsible for the direct supervision of other Employees, and/or, for the management of a Council Department.

**Office for Public Integrity (OPI)** is the office established under the *ICAC Act* that has the function to:

- a) receive and assess complaints about public administration from members of the public
- b) receive and assess reports about Corruption, misconduct and maladministration in public administration from the Ombudsman, the Council and public officers
- c) make recommendations as to whether and by whom complaints and reports should be investigated
- d) perform other functions assigned to the Office by the Commissioner.

**Public administration** defined at section 4 of the *ICAC Act 2012* means without limiting the acts that may comprise public administration, an administrative act within the meaning of the *Ombudsman Act 1972* will be taken to be carried out in the course of public administration.

**Public Officer** defined under the *ICAC Act 2012* includes:

- a Council Member, and
- an Employee or Officer of the Council, and
- a member of a local government body.

**A Responsible Officer** is a person (or persons) appointed by the Council pursuant to section 302B of the *Local Government Act 1999* who is (are) authorised to receive and act upon disclosures of public interest information reported to him/her under the *Whistleblowers' Protection Act 1993*.

## 7. LEGISLATION

Local Government Act 1999  
Independent Commissioner Against Corruption Act 2012 (ICAC Act)  
Criminal Law Consolidation Act 1935  
Whistleblowers' Protection Act 1993

## 8. POLICY DELEGATIONS

Full information about the sub-delegated powers and duties is contained in the Council Delegations Register.

## 9. AVAILABILITY OF POLICY

The Policy is available for public inspection during normal office hours at;

The Civic Centre,  
181 Unley Road, Unley SA 5061.

A copy may be purchased for a fee as determined annually by Council.

It is also available for viewing, download and printing free of charge from the Council's website [www.unley.sa.gov.au](http://www.unley.sa.gov.au).

#### 10. DOCUMENT HISTORY

Date	Council / Committee / Internal	Comment
12/11/2013	A&G 75	New policy
11/02/2014	A&G 80	
11/03/2014	C 1072	
.... 2017		



DRAFT 19/5/2017

## ORDER MAKING

Policy Type:	Council Policy
Responsible Department:	<del>Community</del> City Services
Responsible Officer:	General Manager <del>Community</del> City Services
Related Policies	Nil
Date Adopted:	C717, 23 August 2010
Last Council review	<del>C1116.....</del> , <del>28 April 2014.....</del> 2017
Next review date:	<del>April.....</del> 20172020
ECM Doc set I.D.	1840016

### 1. POLICY STATEMENT

This policy explains the circumstances in which the powers available within the Local Government Act 1999 (the Act) to make Orders will be used to resolve ~~local nuisances and~~ hazards, to improve the amenity of the locality and for other matters as outlined in the Act in accordance with Council's functions.

**Comment [SB1]:** Now covered by Local Nuisance and Litter Control Act 2016.

### 2. COMMUNITY GOAL

O5.3; Good governance and legislative framework.

### 3. POLICY OBJECTIVES

The objectives of the Policy are to:

- (a) facilitate a safe and healthy environment; and
- (b) maintain and improve the amenity of the City.

To fulfill its functions the Council has a range of statutory powers. These powers enable the Council to make Policies, Orders and By-Laws.

This Order Making Policy is made in relation to the exercise of the Council's powers pursuant to Chapter 12 (Part 2) of the Act.

### 4. PRINCIPLES

Council will take reasonable steps to have works undertaken or to resolve cases of ~~local nuisances or~~ hazards by negotiation with the person involved before considering

issuing an Order. This will occur except in cases of threat to life and immediate threat to public health or safety or in an emergency situation. Council retains the discretion to issue an Order at any stage depending on the circumstances of each individual case.

In each situation in which the Council is considering making an Order, the Council will consider the following circumstances:

- (a) seriousness of the incident;
- (b) degree of hazard/danger to the community;
- (c) nature and degree of risk to health/safety of the community;
- (d) level of detraction from the amenity of the locality;
- (e) the occurrence of the activity i.e. frequency, duration, previous incidents;
- (f) the impact of the activity;
- (g) any other action already taken or proposed to prevent/minimise the problem;
- (h) level of public interest.

The Council is dedicated to facilitating a safe and healthy environment and to maintaining and improving the amenity of the City. Complaints will be dealt with in a timely manner, and adhering to the principles of natural justice.

## 5. POLICY

This Policy will apply to the matters set out in the Act at Sections 216, 218, and 254 and 299 which empower the Council to order a person to do or refrain from doing a thing under certain circumstances. This Policy does not apply to other circumstances provided for in the Act and other legislation which specifically empower the Council to make Orders, when appropriate and as the need arises.

Comment [SB2]: Section deleted from Act in 2016.

The matters to which this Policy applies are set out below. These matters are stated in general terms with particular examples for illustration purposes only. The examples are not intended to be an exhaustive list of the circumstances to which this Policy will apply, but rather to provide a guide for the community regarding the purpose and the intent of the Policy and the way in which it will be applied.

The matters to which this Policy applies are as follows:

- (a) Section 216; the power to order owner of private road to carry out specified roadwork.
- (b) Section 218; the power to require owner of adjoining land to carry out specified work.
- (c) Section 254; Power to make orders.

### Unightly condition of land

~~The Council may issue an Order directing the owner or occupier of land to take action considered necessary to ameliorate an unsightly condition on the land. This will apply to land or a structure or object on land, which is unsightly and detracts significantly from the amenity of the locality in which the land is situated.~~

### Hazards on lands adjoining a public place

Where a hazard exists on land adjoining a public place that is or is likely to become a danger to the public, Council has the power to issue an Order to the owner or occupier of the land, directing the person/s to fence, empty, drain, fill or cover the land (including land on which there is a building or other structure).

Where vegetation, branches or trees on land create, or are likely to create, danger or difficulty to persons using a public place, Council has the power to issue an Order to the owner or occupier of the land directing them to remove the vegetation, cut back overhanging branches, or remove a tree.

Where an object or structure on land creates or is likely to create danger or difficulty to persons using a public place, the Council has the power to issue an Order to the owner or occupier of the land directing the person/s to remove a flag or banner, a flagpole or sign, or similar object or structure that intrudes into a public place.

Where a situation exists that is causing or is likely to cause damage to a road or a hazard to road users, the Council has the power to issue an Order to the owner or occupier of the land directing the person/s to take action necessary to protect the road or remove a hazard to road users.

Examples of relevant circumstances:

- (i) a dangerous fence adjoining any road, community land or public place;
- (ii) overhanging branches, overgrown vegetation or structures on land adjoining a public place, or which obstructs ~~streets~~a road;
- (iii) drainage across a road;
- (iv) a flag, banner, flagpole or sign intruding into a public place.

#### Animals that may cause a nuisance or hazard

~~Where a person is keeping or dealing with (or failing to deal with) an animal or animals (whether the animal or animals are alive or dead) so as to cause or to be likely to cause a nuisance or a hazard to health or safety, the Council has the power to issue an Order to the owner or occupier of the land or any person apparently engaged in promoting or conducting the activity directing them to do or to refrain from doing the thing specified in the Order, in order to abate a nuisance or a hazard to health or safety associated with a live or dead animal or animals, or otherwise to deal with an animal or animals.~~

~~The Council may also make such an Order in circumstances where a person is the owner or occupier of land where an animal or animals are located which may cause or be likely to cause, a nuisance or a hazard to health or safety, or otherwise to become a pest.~~

~~Examples of such circumstances include:~~

- ~~(i) slaughtering of animals in a suburban situation;~~
- ~~(ii) keeping of an excessive number of insects, birds or other animals;~~
- ~~(iii) keeping bees in close proximity to other property;~~
- ~~(iv) keeping animals, which generate excessive noise, dust or odour or attract pests or vermin;~~

~~(v) keeping an aggressive animal or keeping an animal in a situation where it cannot be adequately contained or where it may cause danger to the public;~~

~~(vi) failing to deal with a wasp's nest;~~

~~(vii) failure or otherwise to lawfully dispose of any dead animal or bird.~~

#### Inappropriate use of vehicle

Where a person is using a caravan or vehicle as a place of habitation in circumstances that:

- (i) present a risk to the health or safety of an occupant; or
- (ii) cause a threat of damage to the environment; or
- (iii) detract significantly from the amenity of the locality

the Council has the power to issue an Order to the owner or occupier of the land or a person apparently occupying the caravan or vehicle directing them to refrain from using a caravan or vehicle as a place of habitation.

#### ~~(d) Section 299; Encroaching Vegetation~~

~~The Council may, on the application of the owner or occupier of land ("the relevant land"), by Order, require the owner or occupier of adjoining land to remove or cut back vegetation encroaching onto the relevant land.~~

## 6. PROCEDURES

### 6.1 Procedures to be followed in making an Order

Before making an Order (under the various sections of the Local Government Act 1999), unless the circumstances are urgent, the Council will take the following actions:

- (a) Give the person to whom it is proposed that the Order be directed, a notice in writing which outlines:
  - (i) the proposed action, including the terms of the proposed Order and the period within which compliance with the Order will be required;  
and
  - (ii) the reasons for the proposed action; and
  - (iii) an invitation for the person to give reasons, within a specified time why the proposed action should not be taken.
- (b) If the notice is directed to a person who is not the owner of the relevant land, Council will take reasonable steps to serve a copy of the notices and Order on the owner.
- (c) Council may, after considering any representations made within the specified time as detailed on the notice:
  - (i) make an Order in accordance with the terms of the original proposal; or
  - (ii) make an Order with modifications from the terms of the original proposal; or
  - (iii) determine not to proceed with an Order.



- (d) Council may vary any Order or revoke any Order as it sees fit.
- (e) In the case of a threat to life and immediate threat to public health or safety or in an emergency situation, Council may in accordance with Section 255 (12) of the Act, make an Order and require compliance without undertaking the above notification process.

## 6.2 Rights of Review

The Order will include a statement, which sets out the rights of a person to apply for a review of the Order under the Act. Those rights of review are as follows:

- (a) A person to whom the Order is directed may, within 14 days after service of the Order, ~~apply~~ appeal against the Order to the District Court, ~~for a review of the Order;~~
- (b) Subject to (c) below, the operation of the Order continues pending the determination of an application for review under the Act;
- (c) The District Court or the Council may, if it thinks fit, make an interim order suspending the operation of the Order;
- (d) The District Court may, if satisfied that it is appropriate and just in the circumstances, vary or set aside an Order on an application for review.

## 6.3 Action for non-compliance with an Order

Non-compliance with an Order of the Council will constitute a breach of the Act and the person to whom the Order is directed may incur statutory penalties as provided for in the Act. The maximum penalty and expiation fee will apply (Refer to Council's Fees & Charges Register for current penalty and expiation fees). Where the requirements of an Order are not complied with, the Council may:

- (a) Take the action required by the Order itself and recover the reasonable costs and expenses in doing so as a debt in accordance with Section 257 of the Act from the person who failed to comply with the Order.
- (b) Where an amount is recoverable under Section 257 of the Act, the Council may, by notice in writing, fix a period within which the amount is to be paid of no less than 28 days. Failure to pay will result in interest being accrued and if the person is the owner of the land a charge may be imposed on the land for the unpaid amount, ~~including together with~~ interest.

## 7. DEFINITIONS

"The Act" means the Local Government Act 1999.

"The Council" means the Corporation of the City of Unley.

## 8. LEGISLATION / REFERENCES

Local Government Act 1999, Chapter 12, Part 2 ~~and Section 299.~~

The Policy is mandatory as required under Section 259 of the Act.

Any future amendment or alteration to this Policy or a substitution of a new Policy will be subject to the public consultation provisions of the City of Unley and Section 259 of the Act, unless the alteration has only minor significance.

## 9. ROLES / RESPONSIBILITIES

Full information about the sub-delegated powers and duties is contained in the Council Delegations Register.

## 10. AVAILABILITY

The policy is available for public inspection during normal office hours from;

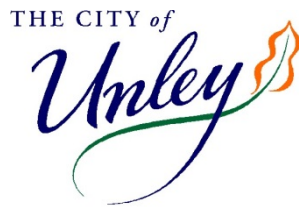
Civic Centre  
181 Unley Road  
Unley SA 5061

A copy may be purchased for a fee as determined annually by Council.

It is also available for viewing, download and printing free of charge from the Council's website, [www.unley.sa.gov.au](http://www.unley.sa.gov.au)

## 11. DOCUMENT HISTORY

Date:	Council/Committee/Internal	Comment:
		Previous policy numbers: 4.4.04, 36. COU119. COU55.
16/08/2010	CSP 348, 2010	
23/08/2010	Council 717, 2010	
08/10/2012	CSP 139, 2012	
22/10/2012	Council 564, 2012	
28/04/2014	Council 1116, 2014	
<u>..... 2017</u>		<u>Amendments due to commencement of Local Nuisance and Litter Control Act 2016</u>



## ORDER MAKING

Policy Type:	Council Policy
Responsible Department:	City Services
Responsible Officer:	General Manager City Services
Related Policies	Nil
Date Adopted:	C717, 23 August 2010
Last Council review	C....., .....2017
Next review date:	..... 2020
ECM Doc set I.D.	1840016

### 1. POLICY STATEMENT

This policy explains the circumstances in which the powers available within the Local Government Act 1999 (the Act) to make Orders will be used to resolve hazards, to improve the amenity of the locality and for other matters as outlined in the Act in accordance with Council's functions.

### 2. COMMUNITY GOAL

O5.3; Good governance and legislative framework.

### 3. POLICY OBJECTIVES

The objectives of the Policy are to:

- (a) facilitate a safe and healthy environment; and
- (b) maintain and improve the amenity of the City.

To fulfill its functions the Council has a range of statutory powers. These powers enable the Council to make Policies, Orders and By-Laws.

This Order Making Policy is made in relation to the exercise of the Council's powers pursuant to Chapter 12 (Part 2) of the Act.

### 4. PRINCIPLES

Council will take reasonable steps to have works undertaken or to resolve cases of hazards by negotiation with the person involved before considering issuing an Order.

This will occur except in cases of threat to life and immediate threat to public health or safety or in an emergency situation. Council retains the discretion to issue an Order at any stage depending on the circumstances of each individual case.

In each situation in which the Council is considering making an Order, the Council will consider the following circumstances:

- (a) seriousness of the incident;
- (b) degree of hazard/danger to the community;
- (c) nature and degree of risk to health/safety of the community;
- (d) level of detraction from the amenity of the locality;
- (e) the occurrence of the activity i.e. frequency, duration, previous incidents;
- (f) the impact of the activity;
- (g) any other action already taken or proposed to prevent/minimise the problem;
- (h) level of public interest.

The Council is dedicated to facilitating a safe and healthy environment and to maintaining and improving the amenity of the City. Complaints will be dealt with in a timely manner, and adhering to the principles of natural justice.

## 5. POLICY

This Policy will apply to the matters set out in the Act at Sections 216, 218, and 254 which empower the Council to order a person to do or refrain from doing a thing under certain circumstances. This Policy does not apply to other circumstances provided for in the Act and other legislation which specifically empower the Council to make Orders, when appropriate and as the need arises.

The matters to which this Policy applies are set out below. These matters are stated in general terms with particular examples for illustration purposes only. The examples are not intended to be an exhaustive list of the circumstances to which this Policy will apply, but rather to provide a guide for the community regarding the purpose and the intent of the Policy and the way in which it will be applied.

The matters to which this Policy applies are as follows:

- (a) Section 216; the power to order owner of private road to carry out specified roadwork.
- (b) Section 218; the power to require owner of adjoining land to carry out specified work.
- (c) Section 254; Power to make orders.

### Hazards on lands adjoining a public place

Where a hazard exists on land adjoining a public place that is or is likely to become a danger to the public, Council has the power to issue an Order to the owner or occupier of the land, directing the person/s to fence, empty, drain, fill or cover the land (including land on which there is a building or other structure).

Where vegetation, branches or trees on land create, or are likely to create, danger or difficulty to persons using a public place, Council has the power

to issue an Order to the owner or occupier of the land directing them to remove the vegetation, cut back overhanging branches, or remove a tree.

Where an object or structure on land creates or is likely to create danger or difficulty to persons using a public place, the Council has the power to issue an Order to the owner or occupier of the land directing the person/s to remove a flag or banner, a flagpole or sign, or similar object or structure that intrudes into a public place.

Where a situation exists that is causing or is likely to cause damage to a road or a hazard to road users, the Council has the power to issue an Order to the owner or occupier of the land directing the person/s to take action necessary to protect the road or remove a hazard to road users.

Examples of relevant circumstances:

- (i) a dangerous fence adjoining any road, community land or public place;
- (ii) overhanging branches, overgrown vegetation or structures on land adjoining a public place, or which obstructs a road;
- (iii) drainage across a road;
- (iv) a flag, banner, flagpole or sign intruding into a public place.

#### Inappropriate use of vehicle

Where a person is using a caravan or vehicle as a place of habitation in circumstances that:

- (i) present a risk to the health or safety of an occupant; or
- (ii) cause a threat of damage to the environment; or
- (iii) detract significantly from the amenity of the locality

the Council has the power to issue an Order to the owner or occupier of the land or a person apparently occupying the caravan or vehicle directing them to refrain from using a caravan or vehicle as a place of habitation.

## **6. PROCEDURES**

### **6.1 Procedures to be followed in making an Order**

Before making an Order (under the various sections of the Local Government Act 1999), unless the circumstances are urgent, the Council will take the following actions:

- (a) Give the person to whom it is proposed that the Order be directed, a notice in writing which outlines:
  - (i) the proposed action, including the terms of the proposed Order and the period within which compliance with the Order will be required; and
  - (ii) the reasons for the proposed action; and
  - (iii) an invitation for the person to give reasons, within a specified time why the proposed action should not be taken.

- (b) If the notice is directed to a person who is not the owner of the relevant land, Council will take reasonable steps to serve a copy of the notices and Order on the owner.
- (c) Council may, after considering any representations made within the specified time as detailed on the notice:
  - (i) make an Order in accordance with the terms of the original proposal; or
  - (ii) make an Order with modifications from the terms of the original proposal; or
  - (iii) determine not to proceed with an Order.
- (d) Council may vary any Order or revoke any Order as it sees fit.
- (e) In the case of a threat to life and immediate threat to public health or safety or in an emergency situation, Council may in accordance with Section 255 (12) of the Act, make an Order and require compliance without undertaking the above notification process.

## **6.2 Rights of Review**

The Order will include a statement, which sets out the rights of a person to apply for a review of the Order under the Act. Those rights of review are as follows:

- (a) A person to whom the Order is directed may, within 14 days after service of the Order, appeal against the Order to the District Court;
- (b) Subject to (c) below, the operation of the Order continues pending the determination of an application for review under the Act;
- (c) The District Court or the Council may, if it thinks fit, make an interim order suspending the operation of the Order;
- (d) The District Court may, if satisfied that it is appropriate and just in the circumstances, vary or set aside an Order on an application for review.

## **6.3 Action for non-compliance with an Order**

Non-compliance with an Order of the Council will constitute a breach of the Act and the person to whom the Order is directed may incur statutory penalties as provided for in the Act. The maximum penalty and expiation fee will apply (Refer to Council's Fees & Charges Register for current penalty and expiation fees). Where the requirements of an Order are not complied with, the Council may:

- (a) Take the action required by the Order itself and recover the reasonable costs and expenses in doing so as a debt in accordance with Section 257 of the Act from the person who failed to comply with the Order.
- (b) Where an amount is recoverable under Section 257 of the Act, the Council may, by notice in writing, fix a period within which the amount is to be paid of no less than 28 days. Failure to pay will result in interest being accrued and if the person is the owner of the land a charge may be imposed on the land for the unpaid amount, together with interest.

## 7. DEFINITIONS

“The Act” means the Local Government Act 1999.

“The Council” means the Corporation of the City of Unley.

## 8. LEGISLATION / REFERENCES

Local Government Act 1999, Chapter 12, Part 2.

The Policy is mandatory as required under Section 259 of the Act.

Any future amendment or alteration to this Policy or a substitution of a new Policy will be subject to the public consultation provisions of the City of Unley and Section 259 of the Act, unless the alteration has only minor significance.

## 9. ROLES / RESPONSIBILITIES

Full information about the sub-delegated powers and duties is contained in the Council Delegations Register.

## 10. AVAILABILITY

The policy is available for public inspection during normal office hours from;

Civic Centre  
181 Unley Road  
Unley SA 5061

A copy may be purchased for a fee as determined annually by Council.

It is also available for viewing, download and printing free of charge from the Council's website, [www.unley.sa.gov.au](http://www.unley.sa.gov.au)

## 11. DOCUMENT HISTORY

Date:	Council/Committee/Internal	Comment:
		Previous policy numbers: 4.4.04, 36. COU119. COU55.
16/08/2010	CSP 348, 2010	
23/08/2010	Council 717, 2010	
08/10/2012	CSP 139, 2012	
22/10/2012	Council 564, 2012	
28/04/2014	Council 1116, 2014	
..... 2017		Amendments due to commencement of Local Nuisance and Litter Control Act 2016



DRAFT 08/06/2017

## **DISPLAY OF PETITIONS WITHIN TO COUNCIL OR FOR DISPLAY FACILITIES**

Policy Type	Council Policy
Responsible Department	<del>People &amp; Governance</del> Office of the Chief Executive Officer
Responsible Officer	<del>General Group</del> Manager <del>People &amp; Governance and Risk</del>
Legislation	<del>Local Government (Procedures at Meetings) Regulations 2013 — Part 2, Division 2, Section 40</del>
Relevant Delegations	N/A
Related Policies and Procedures	Petitions Submission Process and Template. Deputation Information Sheet and Request Form
Date adopted	C809, 22 May 2006
Last reviewed	<del>C1170C</del> ....., <del>23 June</del> ..... 2014 <u>7</u>
Next review date	<del>May</del> ..... 201 <u>6</u> <del>20</del>
ECM Doc Set I.D.	2253001

### **1. POLICY STATEMENT**

This policy provides direction in relation to:

- (a) the display of petitions by private individuals or groups in Council facilities for the purposes of obtaining signatures of support from members of the public.
- (a)(b) Presentation of petitions to Council.

### **2. COMMUNITY GOAL**

O5.3; Good governance and legislative framework.

### **3. POLICY OBJECTIVES**

Through the implementation of this policy Council will:

- Support freedom of expression.
- Facilitate the effective functioning of the democratic process within the Unley community.

### **4. PRINCIPLES**



This policy is based on the principles that:

- Individuals and groups in the community should have the freedom to express their views and solicit support for the views.
- Council facilities are accessible to a wide cross section of the community.
- Presentation of petitions to government and civic authorities is a legitimate activity which underpins the democratic process of government.
- Council will not display petitions that contravene prevailing laws such as anti-discrimination.

## 5. **PROCEDURESPOLICY**

The written petition must clearly set out the request or submission of the petitioners and will only be received at the Unley Civic Centre, 181 Unley Road, Unley.

Where the request is to display a petition which relates to a Council policy, function or activity, the applicant should be referred to the relevant manager to ascertain if the matter can be resolved prior to establishing a petition.

### **Approval to display petition in a Council facility**

Council may allow a member of the public or group of persons to display a petition in a council facility for collection of signatures to promote a community cause.

When a legibly written petition is received by a Council Officer for display in any Council facility, approval must be sought from the Group Manager Governance and Risk to display the petition in the facility.

Petitions that contain certain material will not be accepted for display in a Council facility and petitioners will be provided with an explanation of why ~~this has occurred~~the request has been denied. Any one of the following criteria, but not limited to those listed, will be cause for a request to display a petition to be rejected:

- Contains abusive language.
- Contains remarks that could be deemed defamatory towards a person or entity.
- Unclear in its message / request.
- Not legible.
- Seeks to encourage illegal activity.
- ~~Is contradictory to any Council plan or policy.~~

~~Where the petition relates to a Council policy, function or activity, the applicant should be referred to the relevant manager to ascertain if the matter can be resolved prior to establishing a petition.~~

### **Display of Petition**

If approval is given, the petition is to be displayed in a location that is accessible by members of the public utilising the facility. The following disclaimer is to be displayed prominently next to the petition display area:

*"Petitions displayed in Council offices/facilities are placed here by private individuals or groups for the purposes of obtaining signatures of support. The views expressed in the petition are not necessarily the views of the Council."*

The petition is to have a close off date. It is the responsibility of the lodger to remove the petition at this time. If after a further seven days the petition has not been removed, it should be removed by the relevant departmental manager or officer.

### Petition for presentation to Council

A petition may be presented at a Council meeting for consideration by the Council. The process will follow the Local Government (Procedures at Meetings) Regulations 2013, Part 2, Division 2, Regulation 10.

~~The Council will manage petitions in accordance with~~ Regulation 10 ~~of the Regulations which also~~ provides for the submission of petitions to ~~Council or a~~ Council Section 41 Committee by private individuals and groups.

The relevant Council Officer will be responsible for preparing a report to the next available Council meeting detailing the following:

- Summary of the petition.
- The number of signatures.
- Factual information in relation to the issue and intent of the position (such as the number of residents compared to non-residents, those that live on a particular road etc).
- The name of the person coordinating a response to the position.
- Any supporting information to assist Council and/or Committee members in assessing the petition such as site plans, photos etc.

Petitioners may address Council or a Council Section 41 Committee regarding a petition via the deputation process. Requests for a deputation must be in writing addressed to the Chief Executive Officer. Such requests will be considered by the Mayor (for Council meetings) or the Presiding Member (for Council Section 41 Committee Meetings). Deputations will be managed in accordance with Regulation 11 of the Local Government (Procedures at Meetings) Regulations 2013.

Elected Members are entitled to submit a Notice of Motion to Council with regard to any petition, but such a motion must be lawful and consistent with Council policies and the Regulations.

Any petition presented to a Council or Council Section 41 Committee Meeting forms part of the Council or Committee Agenda and as such is a public document. The Local Government Act 1999 requires that it be displayed on the Council website and in hard copy at the Civic Centre. This means that names and addresses of petitioners are visible to the public. Access to or copies of council documents may also be requested under the Freedom of Information Act 1991.

### **Advice to Applicant**

~~The applicant is to be advised on the decision in relation to display of the petition. Where the request has been denied, some explanation of the reason for not displaying the petition should be provided.~~

~~Where the petition relates to a Council policy, function or activity, the applicant should be referred to the relevant manager to ascertain if the matter can be resolved prior to establishing a petition.~~

### **Format**

Refer to Council's Petitions Submission Process and Template  
( <http://www.unley.sa.gov.au/webdata/resources/files/Petitions%20template.pdf> )

for details on how to format and submit a petition and how it will be handled by Council. Further information can also be found in the *Local Government (Procedures at Meetings) Regulations 2013* ('The Regulations') and Code of Practice – Procedures at Meetings. <http://www.unley.sa.gov.au/webdata/resources/files/COU4%20Code%20of%20Practice%20Meeting%20Procedures%20endorsed%20by%20Council%2026%20November%202012.pdf>

## 6. DEFINITIONS

**Petition:** a written document that requests some action be taken by the target of the petition. A petition normally contains a statement of concern or grievance and is signed by citizens or groups. A petition which forms part of a Council or Section 41 Council Committee Agenda is considered by Council to be a public document and an official Council record.

**Section 41 Council Committee:** a Committee established by Council under Section 41 of the *Local Government Act 1999*.

Formatted: Font: Bold

## 7. LEGISLATION

Local Government Act 1999  
Local Government (Procedures at Meetings) Regulations 2013  
Freedom of Information Act 1991

## 8. POLICY DELEGATIONS

Full information about the sub-delegated powers and duties is contained in the Council Delegations Register.

## 9. ROLES/RESPONSIBILITIES

Group Manager Governance and Risk

## 8.10. AVAILABILITY

The policy is available for public inspection during normal office hours from;

Civic Centre  
181 Unley Road  
Unley SA 5061

A copy may be purchased for a fee as determined annually by Council.

It is also available for viewing, download and printing free of charge from the Council's website, [www.unley.sa.gov.au](http://www.unley.sa.gov.au)

## 9.11. DOCUMENT HISTORY

Date:	Council/Committee/Internal	Comment:
22 May 2006	Item 809	Previously policy no. 8

19 April 2010	CSP 306/10	
14 May 2012	CSP 108/12	
28 May 2012	Council, C420/14	
21 May 2014	Audit & Governance, 90/14	
23 June 2014	Council, C1170/14	Previously policy no. COU7
....2017		

DRAFT

## **INFORMATION REPORT**

<b>REPORT TITLE:</b>	QUARTERLY PERFORMANCE REPORT
<b>ITEM NUMBER:</b>	888
<b>DATE OF MEETING:</b>	26 JUNE 2017
<b>AUTHOR:</b>	JULIE KERR
<b>JOB TITLE:</b>	EXECUTIVE ADVISOR OFFICE OF THE CEO AND MAYOR

---

### **EXECUTIVE SUMMARY**

The quarterly performance report provides Council with data analysis, and reports on strategic planning, service delivery activity and financial performance across the whole of the organisation. The report assists with keeping Elected Members informed, and supports strategic decision making, continuous improvement and strategic governance.

### **RECOMMENDATION**

That:

1. The report be received.
-

## **1. RELEVANCE TO CORE STRATEGIES/POLICY**

### **5. Organisational Excellence**

5.3 Good governance and legislative framework

5.4 An environment of continuous improvement and innovation

5.6 Enabling information systems and robust reporting

## **2. DISCUSSION**

The City of Unley has a 4 Year Plan which informs its Annual Business Plan and budget processes, and guides Council and the community in relation to priorities and strategies, including the longer term vision outlined in the Community Plan 2033.

A quarterly corporate report mechanism has been implemented to provide Council with prudent and strategic information that will support and inform its decision making.

The report, which provides Council with a performance report on a quarterly basis, ensures Council is demonstrating ongoing and improved public accountability. It provides evidence and opportunities to drive and support continuous improvement.

This report, which covers the period from 1 January 2017 to 31 March 2017, includes comparisons with the 2014/15 and 2015/16 financial years.

The third quarter shows, in particular, the following:

- An organisational structure review has been completed, leading to a program of improvement initiatives within customer service, to be rolled out over the next two years;
- There has been a strong focus on organisational culture, resulting in the refreshing of staff values, the development of a Performance Partnering Framework, and the introduction of a Work Improvement Plan framework for Depot Operations;
- Front counter transactions continue to decline, while targets for Service Level Tracking and Abandoned Calls continue to be exceeded;
- The volume of planning applications is slightly higher than the same quarter in 2015/16, though planning consents issued in this quarter are slightly below previous quarters;
- There is a continual decrease in residual waste, with an increase in organics due to food waste being placed in the organics bin rather than in the general waste bin.

The review of the Community Plan and 4 Year Plan currently under way provides an opportunity for Members to reassess and focus on priority areas for the next four years. Once this process is complete, the Quarterly Corporate report format will be revised to demonstrate progress against implementation of the goals and objectives of each of the Plan's four themes.



# **QUARTERLY CORPORATE REPORT**

**Quarter 3, 2017**

## Table of Contents

CEO UPDATE.....	3
2017 COUNCIL MEETING ATTENDANCES.....	9
2017 ELECTED MEMBER BRIEFINGS / WORKSHOPS.....	9
External Funding Grants and Subsidies 2016/2017	10
Customer Service	11
Environmental Health Inspections	13
Planning Applications, Consents and Compliance	14
Value of Development Applications	16
Lease Stages	17
Waste Management	18



---

## CEO UPDATE

This section provides a summary of key actions undertaken by the CEO over the last three months and also provides a brief update on progress against specific projects

### 2016/17 Key Performance Indicators

- 1. Undertake a review to identify opportunities to collaborate with the ERA Councils to implement shared services to improve efficiency, while maintaining agreed service levels.**
- 2. Continue to develop a customer service focused culture across the organisation, evidenced by lifting the customer satisfaction level and call resolution scores in the CBSA annual survey.**

During the performance period an ongoing dialogue has been maintained with the City of Prospect and the Town of Walkerville to explore the following service delivery areas for potential shared service arrangements;

- Regulatory services
- Building inspection
- Procurement
- Human resources
- Payroll

Arising from the above discussions, agreement was reached to undertake a three-month trial for the delivery of Regulatory Services between the Town of Walkerville and City of Unley as a Shared Service arrangement. The trial proved successful and agreement has been reached for the City of Unley to undertake these services on behalf of the City of Walkerville for the next two years. An experienced General Inspector has been employed to provide this service.

This agreement includes a commitment by the parties to explore governance arrangements for the establishment of a Regulatory Services business unit enabled to provide services to other ERA Councils.

In addition to the above, during regular attendance at the monthly ERA CEO's meetings, a broader dialogue was maintained to explore opportunities for collaboration. Initiatives were identified for joint action to improve service delivery arrangements at the regional and local level.

The recently completed organisation structure review has provided an opportunity to reposition and strengthen our effort on improving customer experience through change of responsibility at the manager level from Manager Customer Experience & Brand to Manager Libraries.

Libraries have a strong customer centric operating model providing a strong foundation for delivery of the customer experience program. A number of councils have applied a similar alignment of customer service with Libraries with good results.

An options paper to transition our service model was considered by EMT in early February, moving the contact centre from a switch board to a resolution centre. A program of improvement initiatives will be rolled out within the next 2 years to enhance the standard of service delivered across the organisation, including improved technology solutions, systems and training and development.

**3. Deliver the annual budget for 2016/2017, and identify opportunities for \$400,000 of savings in recurrent expenditure. Continue to review and implement initiatives that deliver strong financial performance.**

The annual budget for 2016/17 included an operating savings of just over \$400,000 in: employee costs, utilities, legal fees, printing and insurance. These are on track to be realised.

The potential of further savings continues to be investigated. Opportunities include waste management, utility costs and finance costs.

**4. Develop a plan for the potential redevelopment of Council owned properties that is aligned with the City of Unley Community Plan, and review commercial options that can deliver future non rates based income for the City.**

In March Council considered the Unley Central DPA, prepared over several years, that proposed options for the redevelopment of the Council Civic Centre to provide improved civic and community facilities as well as residential development.

In response to community feedback, Council resolved not to increase the residential component in this area and to ensure the preservation of the Village Green and cottages for the future.

The Unley Central DPA to be submitted to the Minister for approval provides for the following potential development:

Unley Road west side

- Area behind Soldiers Memorial Gardens – 5 storeys
- Unley Shopping centre site - 7 storeys
- Target/ Barzaar/ Medical centre site - 9 storeys.

Unley Road Eastern side

- North of Oxford Terrace - 5 storeys

Oxford Terrace (north side)

- Eg St. Spyridons. – 3 storeys.

Civic Centre Block

- The existing Civic Centre/ Administration site plus adjacent carpark- 3 storeys (in case there is any redevelopment of the Administration site by a future Council following community consultation)

The following are to remain unchanged:

- Cottages on Edmund Avenue.
- Village Green to be unchanged.
- The kindergarten.
- The Community Services Cottage

There will be no residential usage on this block apart from the existing use of the church manse

It was also resolved that the proposed reconstruction of Oxford Terrace into a one way pedestrianized environment will not proceed at this stage

**5. Continue to develop a performance based culture across the organisation and build the capability and capacity of the people.**

Organisational culture continues to be a key focus in supporting the continued improvement of a performance based and customer centric business capability.

All teams across the organisation have completed a culture action plan based on the 2015 culture survey results, providing a strong foundation in readiness for the next survey to be conducted in the first half of 2018.

A culture steering group was established, comprised of staff from across the organisation.

This group meets on a monthly basis to collaboratively identify strategies to effect

long-term change in the way our people think and behave, to attain a preferred culture which supports living the Unley Values. The group has, through the formulation of specific project sub-committees, undertaken a review of the effectiveness of our internal communication channels as well as the Unley Values which have been in place for over ten years.

Significant work has been undertaken in the formulation of leadership competencies and a performance framework to replace the performance appraisal system. The newly formulated Performance Partnering Framework has a much stronger focus on valuing the conversation between leaders and staff around the creation of shared goals.

Throughout the year monthly culture awareness workshops (Living Unley Values) were held for new and existing staff. These sessions provided existing staff with a refresher of the preferred constructive culture whilst introducing new staff to council's culture program. Additionally, focus group sessions were held with each of the Depot Operations Field Staff teams to identify opportunities for further improving culture within the Depot. The feedback from these sessions has enabled the Depot Operations leaders to continue building their individual and collective capability to lead constructive, customer centric culture.

A new Work Improvement Plan framework was created for the Depot Operations with all teams attending a workshop to formulate their plans. This new approach enables staff to use a single approach to not only track achievement of the works program but also opportunities for improvement in the areas of customer experience, work processes and practices, safety, equipment and tools as well as culture actions.

The adoption of a more robust vacancy management approach to resignations/terminations has ensured opportunities arising

from turnover are explored, enabling the review of organisation structure. This has resulted in

efficiencies through the reduction of one Director and four Manager positions, allowing the realignment of functions such as

- Establishment of new Business Support and Improvement division;
- Creation of an Office of the CEO business unit, currently in train; and
- Repositioning of the Customer Service centre and responsibility for building customer experience framework to Manager Libraries.

## 6 Deliver specific projects to continue alignment with the Strategic and Community Plan.

### 6.1 Prepare a business case to analyse the opportunity to bring forward capital works expenditure to take advantage of low interest rates, while ensuring any actions and recommendations are aligned with the long term asset management plan

Work is being finalised on the future capital works program to identify if there are specific projects that can be brought forward.

When putting together the Property Capital Replacement (public toilets) budget for 2016/17, the LTFP showed \$106K – 16/17, \$55K – 17/18, \$57K – 18/19 and \$117K 19/20.

Funds were brought forward from 17/18 through until 19/20 giving a total budget of \$335,000.

This aggregated amount allowed a consolidation of work allowing the upgrade of 5 sites to meet current accessibility standards and to meet Council's Ageing Strategy requirements. In addition, this allowed the provision of a new unisex accessible toilet at Henry Codd Reserve at a cost of \$89,730 without seeking 'new initiative' funding.

These works are now complete and the public toilet renewal budget is now \$0 until 2020/21. Upgraded toilets are:

- Soldiers Memorial Gardens
- Princess Margaret Playground
- Fullarton Park Community Centre
- North Unley Playpark
- Unley Oval (Oatey Grandstand)

**Develop a strategic land acquisition policy with a list of targeted properties for purchase; instigate a program to purchase one property; recommend to Council one Council owned property that could be sold**

- A Strategic Property Committee (SPC) has been established to identify properties for acquisition or divestment.
- A draft Acquisition and Divestment policy has been presented to the Strategic Property Committee for consideration. This policy has been supported by the SPC & has been recommended to Council for endorsement
- A council owned property on Maud Street is in the process of being sold, following consideration by SPC

**6.3 Identify and create 50 new vehicle parking spaces in main-streets (scooter, motorbike, gopher and car), from existing budgets to improve accessibility and city mobility.**

A list of locations has been investigated and provided to the GM – City Development for consideration and discussions with the CEO. All locations are under implementation. A memorandum providing information has been sent to all Elected Members summarising the new car parking spaces.

As is the case with all changes to parking, we will be notifying the affected stakeholders. All the locations are scheduled for action by the end of June 2017

**6.4 Develop strategies with sporting clubs, and other tenants of Council properties to increase usage and patronage of their facilities to align with the Vibrant City goals in the Community Plan.**

The following actions have been undertaken:

- A partnership with Adelaide City Council has been established, to co-host a series of development workshops for sport and recreation groups, covering topics of interest.
  - Further to the previous update, three workshops have been held to date (sponsorship, volunteer management and food safety).
  - 45 people have attended these workshops to date, with 12 people from City of Unley clubs.
- Students from the Health Promotion course at Uni SA were engaged in 2016 to complete a research project regarding sport and recreation club sustainability and recommend strategies for consideration by the City of Unley. Their report was delivered in March 2017.
- A review of Council's Joint Use Agreements with schools has commenced, including opportunities for use of school facilities for sport. Discussions are occurring with DECD and each individual school and a report will be presented to Council in June 2017 on the future direction of these agreements.
- Work is underway to understand the sustainability of our open spaces, particularly turf, in order to ensure that we are not going to be over-using some facilities. This also applies to a club's capacity to manage increased patronage from a volunteer perspective.
- City of Unley clubs were surveyed in 2016 regarding how they view their



sustainability, and how Council can support

them in key areas of need. The results of this survey will be included in a summary report.

- The Administration is also working with clubs to enable use of other locations in the area. An example of this is Goodwood Saints Football Club using Orphanage Park one night per week for junior training, which alleviates over use of Goodwood Oval.

A summary report outlining the key actions, results and future recommendations to address this KPI will be completed in June 2017.

**6.5 Develop and present an options paper to Council on the potential impact of the cessation of funding for the Commonwealth Home Support Program, in particular exploring the future directions of the service model and approach. To be measured through completion of the options paper, with a viable and customer focussed option presented to best meet the needs of our community.**

A Council briefing was undertaken in May 2017 to present an update of the expected impacts and preliminary options related to the Commonwealth Reforms. Currently the full impact of the changes as a result of the reforms is still unclear. However, it is expected that the Commonwealth government will release an issues paper by the end of June 2017, which will lead to further consultation with the sector.



Given this, it is too early to consider options for the future direction of Council's age care services, and it is envisaged this would be more appropriately timed consideration towards the end of 2017, when there is greater clarity around the impact and implications of proposed changes.

Please note: in May 2017 the Commonwealth Government announced that Community Home Support Funding (CHSP) will be extended to 2020 (scheduled to cease in 2018). This brings welcome relief and will enable our existing services to continue while Council considers the future direction of the program.

**6.6 Complete the review and update of the UITs (Unley Integrated Transport Strategy).**

A Council workshop was held on 8<sup>th</sup> May to seek Councillor input on the key strategy themes and priorities. This workshop included a summary of the feedback received from the community during the UITs consultation period early in 2017.

There has also been engagement with some key stakeholder groups including DPTI & UBUG.

A draft strategy is expected to be presented to Council in June 2017.

#### **Unley's values:**

Customer First  
Be Progressive  
Achieve Together  
Pursue Excellence  
Demonstrate  
Integrity

## 2017 COUNCIL MEETING ATTENDANCES

### ELECTED MEMBERS

	23 January	27 February	28 February	27 March	30 March
Mayor Lachlan Clyne	✓	✓	✓	✓	✓
Mike Hudson	✓	✓	A	✓	✓
John Koumi	✓	✓	✓	✓	✓
Anthony Lapidge	✓	✓	✓	✓	✓
Peter Hughes	✓	✓	✓	✓	✓
Michael Hewitson	✓	✓	✓	✓	A
Rufus Salaman	✓	✓	✓	✓	A
Rob Sangster	✓	✓	✓	✓	✓
Michael Rabbitt	✓	✓	✓	✓	✓
Bob Schnell	✓	✓	✓	✓	✓
Luke Smolucha	✓	✓	✓	✓	✓
Jennie Boisvert	✓	✓	✓	✓	✓
Don Palmer	✓	✓	✓	✓	✓

## 2017 ELECTED MEMBER BRIEFINGS / WORKSHOPS

### ELECTED MEMBERS

	Jan	Feb		Mar	
	30	6	20	6	20
Lachlan Clyne	✓	✓			
Mike Hudson	✓	✓			
John Koumi	A	✓			
Anthony Lapidge	✓	✓			
Peter Hughes	✓	✓			
Michael Hewitson	✓	✓			
Rufus Salaman	✓	✓			
Rob Sangster	✓	✓			
Michael Rabbitt	✓	✓			
Bob Schnell	A	✓			
Luke Smolucha	✓	✓			
Jennie Boisvert	✓	A			
Don Palmer	✓	✓			

A = Apology

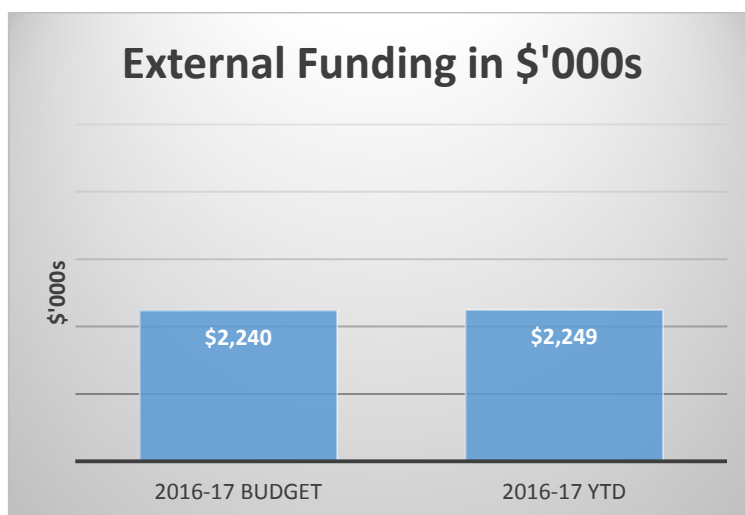
L\* = Leave

## External Funding Grants and Subsidies 2016/2017

### Comments:

As shown, Council is favourable to budget by \$9k to the end of March 2017 with only minor variances across grant categories

.



	2016-17 Actuals \$'000s	2016-17 YTD Budget \$'000s	Variance \$'000s	2016-17 Annual Budget \$'000s
Grants – Health and Ageing	1,076	1,066	10	1,373
Grants – Financial Assistance	588	589	(1)	784
Grants – Library Board	282	282	0	282
Grants – Local Roads	277	278	(1)	369
Grants – Roads to Recovery	0	0	0	627
Grants - Other	22	21	1	29
Operating Grants - Total	2,245	2,236	9	3,464
Capital Grants - Replacement	-	-	-	200
Capital Grants – New	4	4	-	174
Capital Grants - Total	4	4	-	374
Total Grants and Subsidies	2,249	2,240	9	3,838



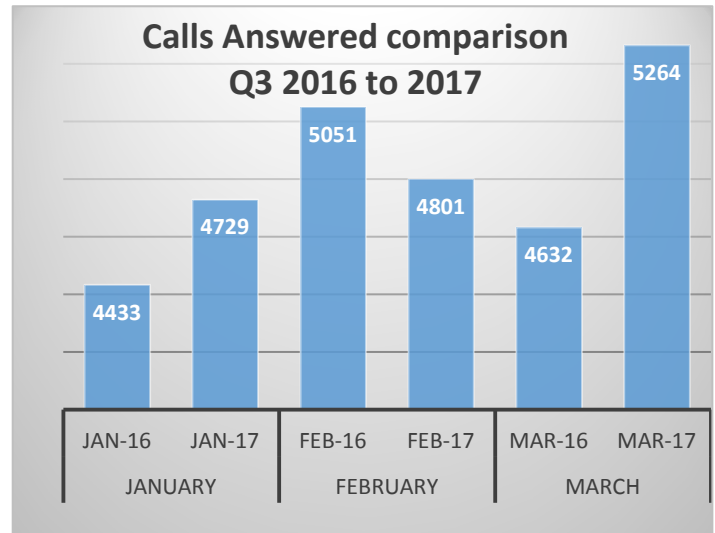
## Customer Service

### Customer Service Performance – calls answered:

Calls answered in Q3 2017 (14,794) increased (by 678 calls), compared to calls answered in Q3 2016 (14116).

March 2017 presented the highest call volume, with rate payments due 1 March as well as the overdue rates notices sent. March 2016 also had less business days, due to both the Easter holidays and Adelaide cup falling in March 2016, as opposed to being in April in 2017

January 2017 also saw spiked call volumes due to two separate severe weather events, resulting in calls about flooding and preventative processes.



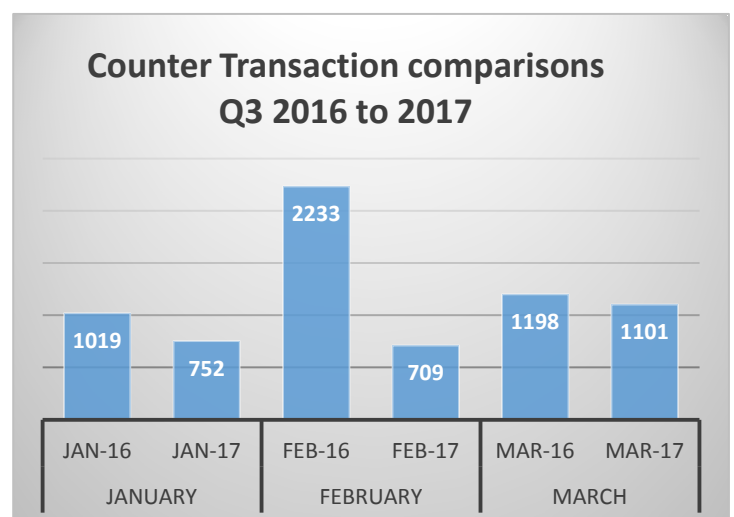
February 2016 presented spiked calls due to the then new parking trial at Railway Terrace South, with both high media attention (allegedly parking machines installed on DPTI land) and the new machines not initially accepting customer payments.

### Counter Transactions:

Q3 2017 compared to Q3 2016 saw a significant decrease in front counter transactions (decrease of 1888).

Rates payments at the front counter have consistently decreased with the largest variance being in February 2016 where 1393 rate payments were receipted at the counter as opposed to only 337 receipted in February 2017.

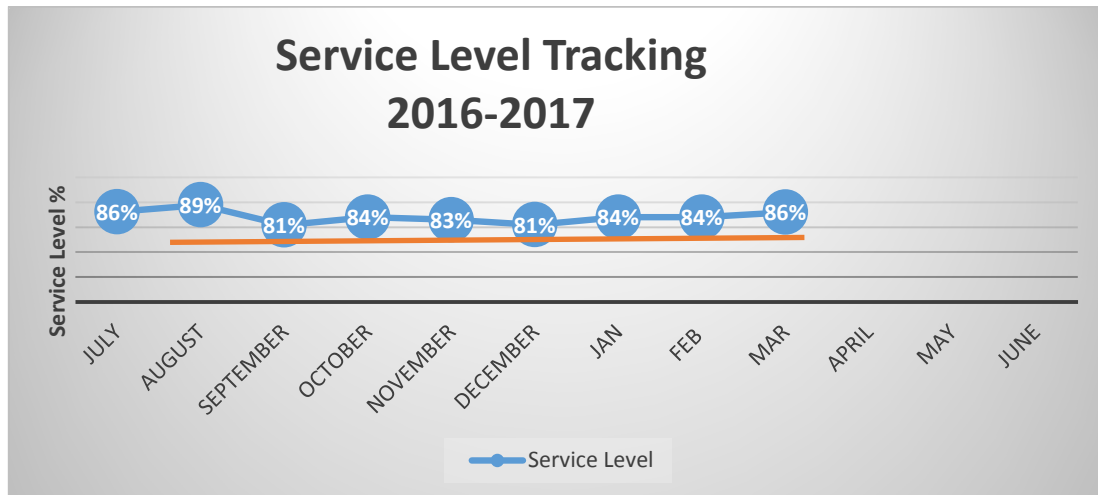
Infringements paid at the front counter also consistently decreased in Q3 2017 as compared to Q3 2016 by 102 receipts, as did development application receipts with a decrease of 209 receipts.



The overall Front Counter transactions for Q3 (2562) decreased considerably compared to Q2 (3921) which can be attributed to; parking renewals being due last quarter by Dec 31<sup>st</sup> and significantly higher volumes of parking infringements paid at the counter last quarter in October as a residual from the Royal Adelaide Show in Sept.

## Service Level Tracking

**Service Level Tracking Target: To answer 80% of all incoming calls within 30 seconds.**



Q3 remained quite consistent (albeit with a positive average increase of 2%) compared to Q2, continuing above target with an average of 85%.

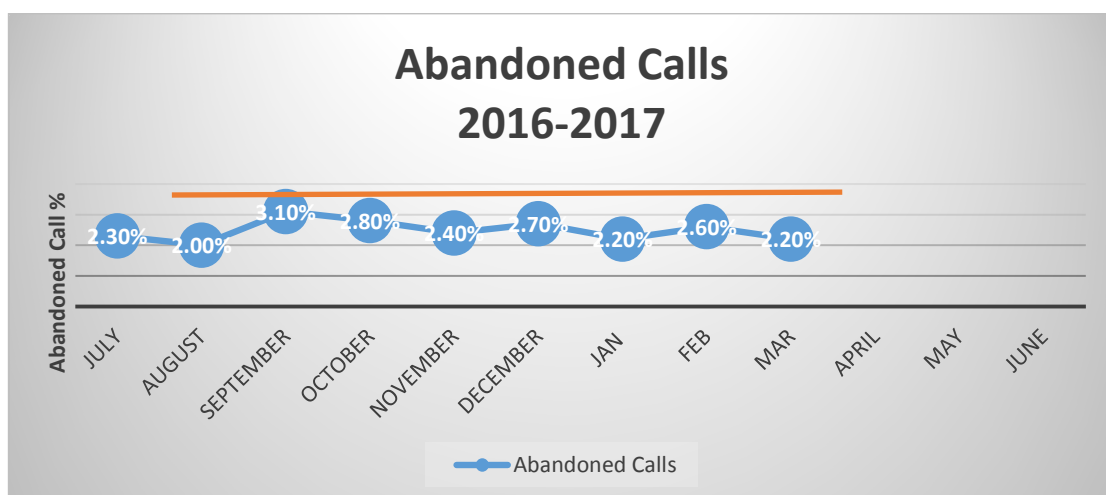
January saw calls spike as a direct result of severe weather events and power outages resulting in numerous reports lodged about storm damage and trees down.

Calls also spiked late February and very early March with rates due on 1 March, all of which impacted service levels.

February's service levels were also impacted by the training of a new team member, as a result of Alaina's commencing maternity leave.

## Abandoned call level tracking

**Abandoned Calls Target: No greater than 3%**



Q3 continues to exceed target with an average of 2.3% abandoned call rate. Compared to Q2, the average abandoned call rate reduced (from Q2 2.6 % to Q3 2.3%).

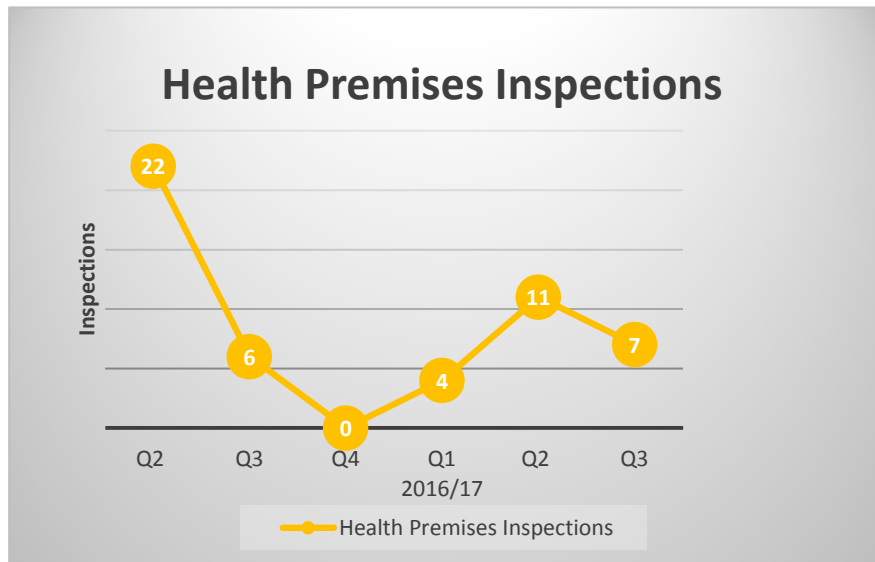
## Environmental Health Inspections

### Health Premises Inspections:

Hair and beauty inspections are conducted on a two year cycle and were not required to be conducted this quarter.

Inspection program remains on track with all mandatory inspection completed for this year.

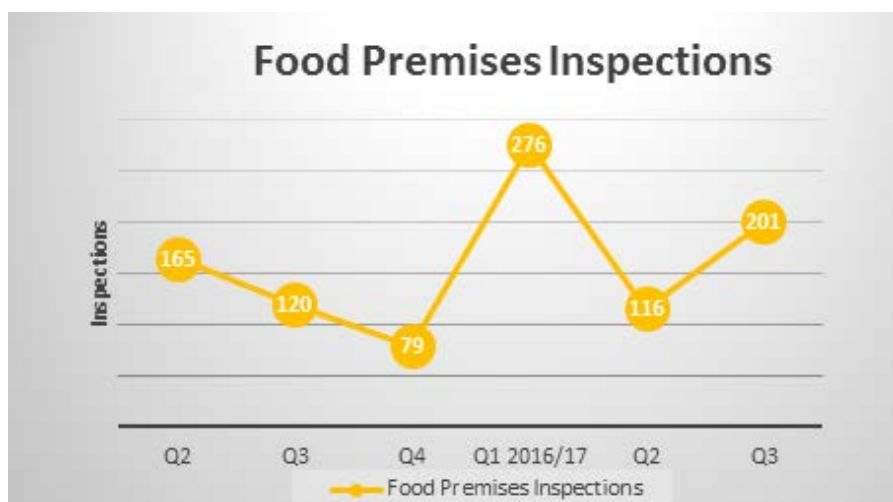
*\*Health premises consist of cooling towers, warm water systems, swimming pools, and hair and beauty, tattooists, skin penetration businesses.*



### Food Premises Inspections:

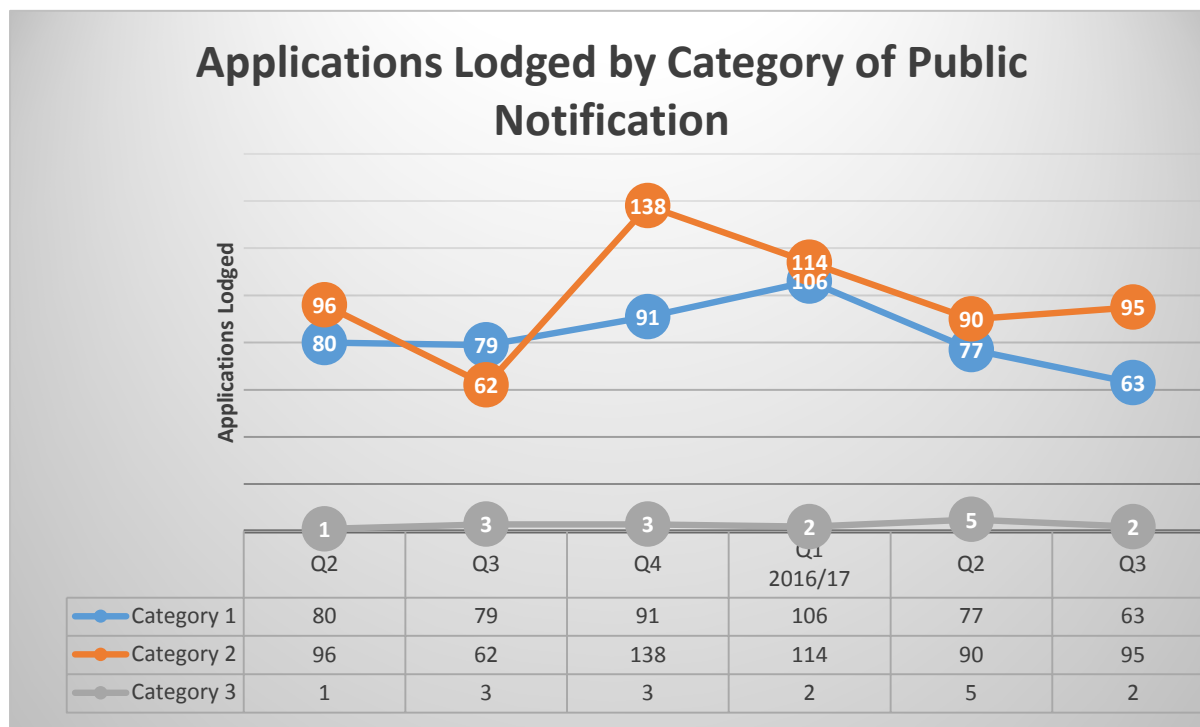
Food inspections are being conducted in accordance with the scheduled program. The high number of inspections in the first quarter relate to the Royal Show.

The spike in inspection numbers for quarter 3 relates to the Unley Gourmet Gala and Indian Festival.



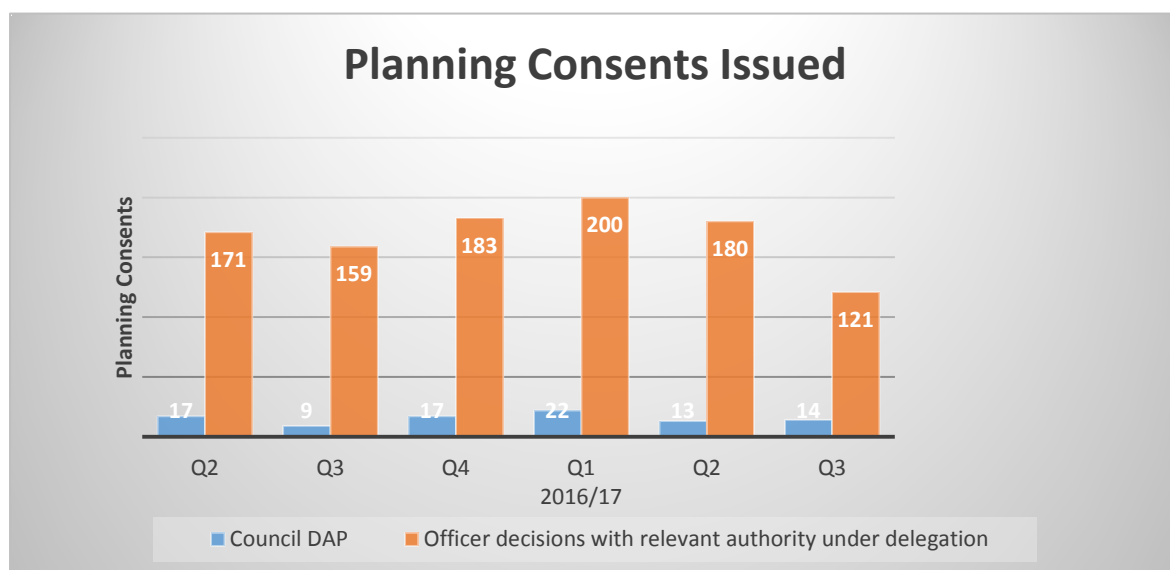
## Planning Applications, Consents and Compliance

### Applications lodged by category



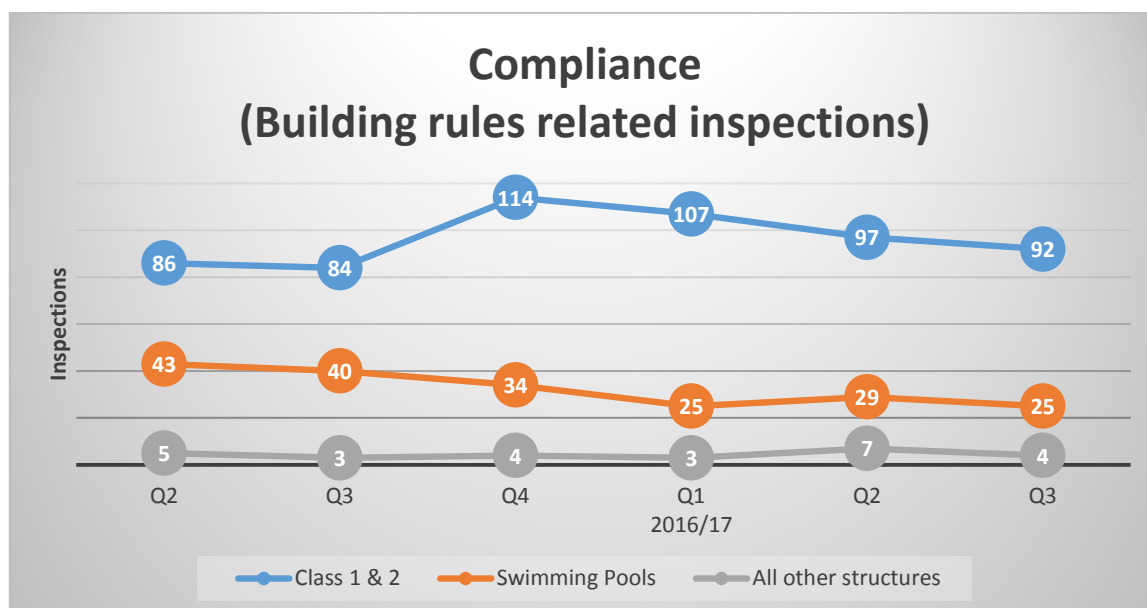
- Category 1: No public notice is given, no public consultation occurs and there is no right of appeal by “third parties” against the decision.
- Category 2: A notice, describing the development, identifying the land and stating such things as whether it is complying or non-complying development must be given; the relevant authority to the owner and occupiers of adjacent land. (i.e. the neighbours).
- Category 3: The same notice must be given to adjacent owners and occupiers. Notice must be given to those considered by the relevant authority to be “significantly affected” by the development and the general public must be notified by publication of a notice in a newspaper.
- The volume of applications for quarter 3 is slightly higher than for the same quarter in 2015/16. Quarter 3 typically has the lowest volume of applications over the financial year as it includes the January period where the building industry closes for a period of time.

## Planning consents issued by relevant authority



Planning consents issued in quarter 3 are slightly below previous quarters. This is likely to be due to the high proportion of Category 2 applications lodged this quarter and staff absences during January.

## Compliance



### Swimming Pools:

93% of pool barrier notifications inspected- legislative requirement is 80% (13 out of 14 inspected within 0-14 days, one within two months).

### Roof Framing:

**Owner builders:** we have inspected 100% of all notifications (legislative requirement is 90%).

**Licensed builders:** we have inspected 92% (legislative requirement is 66%).

## Building related inspections (cont)

### Notes

Numbers refer to the number of sites inspected, not the number of inspections.

#### Class 1

One or more buildings which in association constitute:

##### Class 1a

A single dwelling being a detached house, or one of a group of two or more attached dwellings, each being a building

##### Class 1b

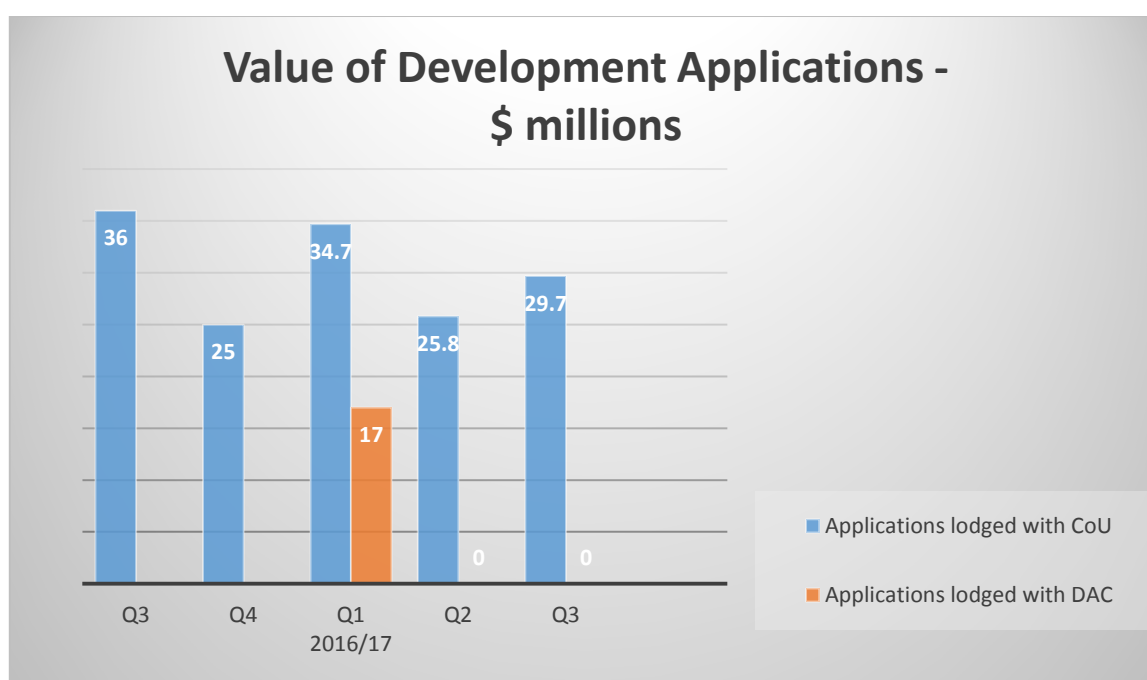
A boarding house or like in which not more than 12 persons would ordinarily be resident; or four or more single dwellings located on one allotment and used for short-term holiday accommodation, etc

##### Class 2

A building containing 2 or more *sole-occupancy units*, each being a separate dwelling.

Building inspections numbers remain relatively consistent with previous quarters and are being conducted in accordance with legislative requirements.

## Value of Development Applications



The value of developments shown above is provided by the applicants at the time of lodgement. They represent the cost of development and do not include costs associated with fit out.

The value of development applications received is less than the high values received in quarter 1 however overall fee income received for 2016/17 is consistent with budget projections.

## Lease Stages

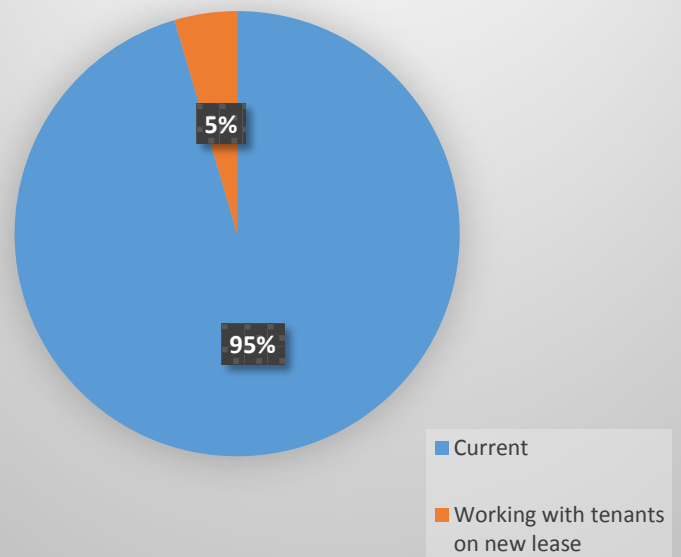
### Working with tenants on leases

- Women's & Children's Health Network – 411a Fullarton Road, Fullarton (New Lease – Current lease expired 30<sup>th</sup> April 2016)
- Beyond Stone – Shop 3 / 73 King William Road, Unley (Extension of Current Lease for a further year – 1<sup>st</sup> February 2017)

### Leases coming up for renewal

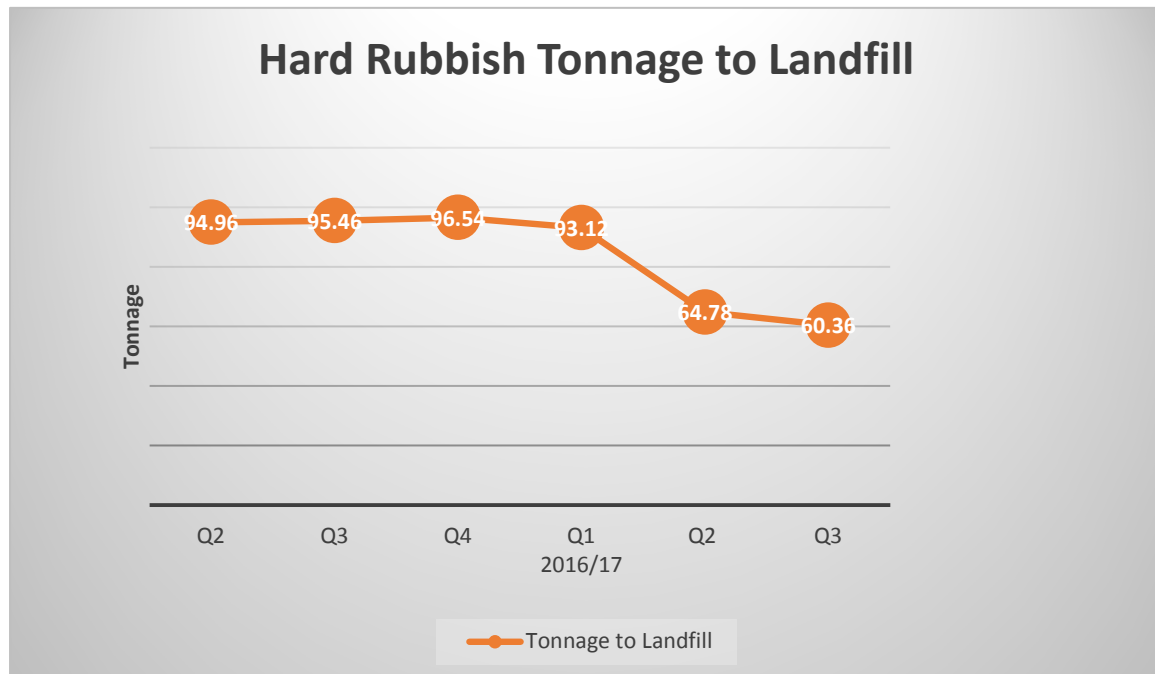
- King William Chiropractor – Shop 1 / 73 King William Road, Unley (Extension of Current Lease for a further 2 years – 15<sup>th</sup> May 2017)

### What Stage are the Leases?

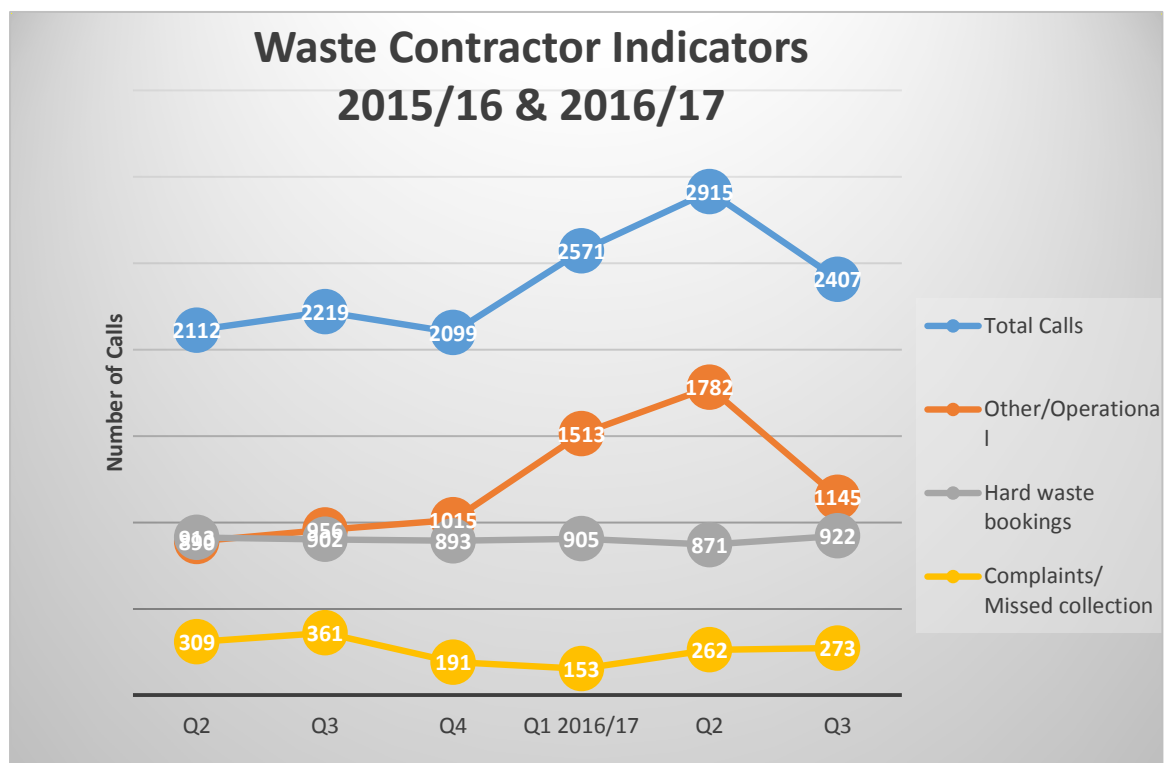


## Waste Management

### Hard Rubbish to Landfill

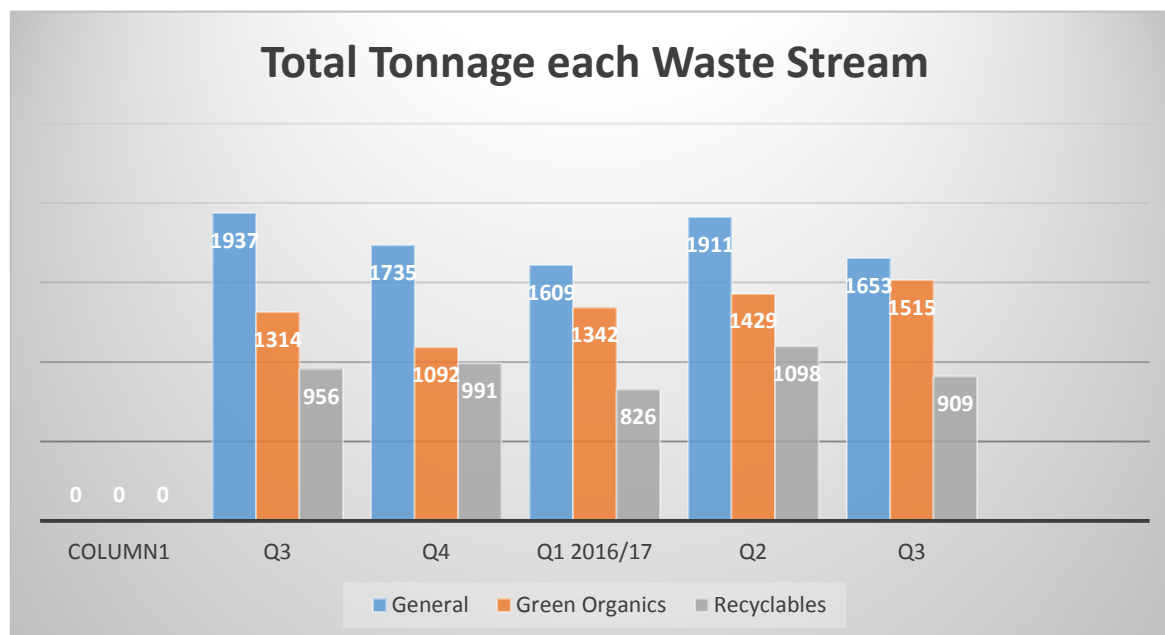


### Waste Contractor Indicators





## Total Tonnage



There is a continual decrease in the residual waste, with an increase in organics, which is supported by the 3rd quarter trend. This reduction could be attributed to the education of food waste not being placed into the BLUE general waste bin, but rather being placed into the Organics bin, which shows an increase in tonnage.

The reduction of tonnage going to landfill as shown for Quarter 3 as against Quarter 2, amounts to an approximate saving of \$30,000, whereas the increase in organics processing equates to \$2,700. The minor increase in missed collection/complaints data represents less than 0.1% percent of services provided to residents, eg weekly collections, hard rubbish collections, bin replacements.

The education awareness programs continue with a focus more towards recycling and organics, these include:

- Battery and mobile phone drop off at civic centre, libraries and community centres
- School and kindergarten waste audits, advice and education
- KESAB - Door Stepping - promote Organics in GREEN bin (has been working extremely well)
- Promotion of FREE E-Waste drop off at Adelaide Waste and Recycling Centre and Glen Osmond
- Recycling Centre (with possible alternative drop off at council facilities - supported by Electronic Recycling Australia)
- Continual promotion of Kitchen Caddy and Compostable Liners – available from Council
- Hire of Community Event bins for Council and private events on Council's reserves
- Kerbside Waste Audit – recommendations to be implemented
- KESAB – 'Take the Pledge' Campaign – encourage correct recycling by residents who pledge to do the right thing (some 1100 residents have now pledged)
- Business Waste education - bin stickers and information on correct items for kerbside recycling

## **INFORMATION REPORT**

**REPORT TITLE:** COUNCIL ACTION RECORDS  
**ITEM NUMBER:** 889  
**DATE OF MEETING:** 26 JUNE 2017  
**AUTHOR:** KELLEY JAENSCH  
**JOB TITLE:** ACTING EXECUTIVE ASSISTANT TO CEO & MAYOR

---

### **EXECUTIVE SUMMARY**

To provide an update to Members on information and actions arising from resolutions of Council.

### **RECOMMENDATION**

MOVED:  
SECONDED:

That:

1. The report be noted.
-

**COUNCIL ACTION REPORTS - ACTIONS TO April 2017**

Meeting	Item	Subject and Council Resolution	Resp.	Status/Progress
DSP	3	<b>Draft General Development Plan - 2.</b> Do not endorse the draft General DPA in its current form. 3. An opportunity be provided for the scope, nature and timetable of the DPA to be revised to address the issues of concern of the Committee. 4. A further report be provided to the Committee in June 2015.	General Manager	Progress delayed due to priorities with other Council DPA's and responding to Minister's DPA's. Scope and nature of policy in General DPA required major review due to Minister DPA's, in addition to DSPC revisions. Currently revised draft DPA with DPTI awaiting feedback before reporting to Council. DPTI considering merit of proceeding or incorporation into new Planning and Design Code due in 2018. Pursuing advice.
	467	<b>Resilient East Climate Change Adaptation Plan - 2.</b> Council gives in principle endorsement of the Resilient East Regional Climate Change Adaptation Plan (Attachment 1). 3. Council endorses Adelaide City Council's continued involvement in the Resilient East Regional Climate Change Adaptation project partnership. 4. Council notes that the Resilient East Project Steering Group will continue to oversee the project and develop recommendations for the ongoing governance and implementation framework for project partners, including councils and State Government. 5. A subsequent report be presented to Council outlining the priority projects, partners, and funding expectations included in the Resilient East Regional Climate Change Adaptation Plan.	General Manager City Development	Waiting on a report from Resilient East before preparing a further report to Council.
	522	<b>Parkside on Street Parking - 2.</b> Subject to approval from DPTI of the concept, community engagement on (pay for use) parking bay indentation along Greenhill Road be supported. 3. Further investigation into the introduction of Smart Parking technology occur, and if the proposal looks to have promise, a report be provided to a future meeting regarding a trial in the Parkside area. 4. A report outlining the outcome of the above community engagement be presented to Council as soon as the results are available.	General Manager City Development	Community Engagement and further investigation works are to occur in June 2017 with a report to Council following the community engagement process.
	584	<b>Millswood Sporting Complex Detailed Design</b>		This matter has been 'laid on the table'.

**COUNCIL ACTION REPORTS - ACTIONS TO April 2017**

Meeting	Item	Subject and Council Resolution	Resp.	Status/Progress
	744	<p><b>Notice of Motion Councillor Rabbitt re Vacant Land at 251 Goodwood Road</b> - 1. Administration investigates ownership of the vacant land at 251 Goodwood Road, Kings Park (believed to be owned by the Department of Planning Transport and Infrastructure).</p> <p>2. On the basis of 1. above being confirmed, Administration requests the transfer of ownership of this land to the City of Unley 'gratis', on the basis that council will maintain the land in a tidy state.</p> <p>3. Administration prepares a concept plan and costing for a low maintenance, dry garden area that would provide an additional 'green space', enhance the western approach to the Millswood Train Station and hopefully discourage the regular dumping of rubbish at the site.</p> <p>4. Administration identifies funding sources as part of the 2017/18 budget process.</p>	GM City Development	Continue liaising with DPTI to explore the possibility of transfer of ownership and/or for Council to improve the land.

# COUNCIL ACTION REPORTS - ACTIONS TO April 2017

Meeting	Item	Subject and Council Resolution	Resp.	Status/Progress
	762	<p><b>Notice of Motion Cr Rabbitt re Brown Hill Keswick Creek - That:</b></p> <p>Further to the Motion passed at the Special Council Meeting held on Tuesday 29 September 2015 (Item 277) and in the absence of any substantive action in implementation, Council request:</p> <ul style="list-style-type: none"> <li>• The immediate support of the Brown Hill Keswick Creek Steering Committee, with financial assistance from the Stormwater Management Authority (SMA), to investigate the instance of obstacles along the creek bed and lower channel, working with residents to clear them as a priority.</li> <li>• The Adelaide &amp; Mount Lofty Ranges Natural Resources Management Board remind creek-owners of their responsibility to maintain their section of the creek in good condition and keep it clear of obstructions.</li> <li>• The SMA's formal response to the Councils' submission of the Stormwater Management Plan (SMP) for approval nearly 12 months ago (March 2016).</li> <li>• Clarification from Minister Hunter as to the cost sharing arrangements for this project as the five catchment Councils have not agreed to pay half the cost of this project.</li> </ul>	GM City Development	<p>The BHKC committee discussed the matter of priority works in the channel and has tasked the Technical Group to define the required works along the full length of the creek. The Technical Group will report back to the Steering Committee when priority works have been identified. This work is currently underway</p> <p>A letter has been sent to the NRM Board from the BHKC Steering Committee requesting that they remind creek owners of their responsibilities and highlighting Unley's Motion.</p> <p>A formal response from SMA was received end of February 2017.</p> <p>It is clear that the State Government has agreed to fund 50% of the SMP works.</p>
	769	<p><b>Rugby and Porter Streets Bike Route Upgrades - 2.</b></p> <p>Infrastructure changes as outlined in Attachment 1 be approved for implementation with the amendment that at the Young Street/Porter Street intersection the stop bars are moved into the intersection as far as possible to improve safety.</p> <p>3. The Mayor and CEO be given authority to enter into a co-funding agreement with DPTI to enable the project works to be undertaken.</p> <p>4. Consideration be given to undertaking Stage 2 works as part of the 2017/18 budget consideration.</p>	GM City Development	<p>As per Council's recommendation, Young / Porter Streets intersection is being designed by an independent consultant with a further report back to Council once the design work is completed. Further Council report is scheduled for June 2017.</p>
	771	<p><b>Management of Encroachments onto Council Property - All 'existing' encroachments identified during the 2015/16 audit be dealt with by providing a five (5) year Permit at no cost to the property owner</b></p>	GM City Development	<p>Contractor engaged and Licenses being created and forwarded to property owners. This project is nearing completion and is on track for completion by 30 June 2017.</p>

**COUNCIL ACTION REPORTS - ACTIONS TO April 2017**

Meeting	Item	Subject and Council Resolution	Resp.	Status/Progress
	772	<b>Proposed Road Opening Western Corner of Blyth and Nelly Streets Parkside</b> - 2. Council accept the gift of the small piece of land on the western corner of Blyth and Nelly Street, Parkside, and undertake the process under the Roads Opening and Closing Act 1991, to transfer this piece of land to public road, at Council's expense. 3. Subject to the response to the Community Consultation process, the Chief Executive Officer and Mayor be approved to sign and Seal where necessary, any documents to complete the roads opening process.	GM City Development	Undertake full Road Opening process - this may take up to 12 months to complete.
	773	<b>Proposed Road Closure of Pieces of Rugby Street (Haslop Reserve) and Cremorne Street Malvern</b> - 1. The report be received. 2. In accordance with the process under the Roads Opening and Closing Act 1991 that sections of the public roads known as Rugby Street (currently known as Haslop Reserve) and Cremorne Street, Malvern be closed as a public road and a Certificate of Title be issued in the ownership of Council. 3. Subject to the response to the Community Consultation process to close portions of Rugby Street and Cremorne Street, Malvern (currently known as Haslop Reserve), the CEO and Mayor be approved to sign and Seal where necessary, any documents to complete the roads closing process. 4. The sections of the public road proposed to be closed be excluded from the classification of community land. 5. Notice of this resolution, be published in the Government Gazette in accordance with S193 (6) (a) of the Local Government Act. 6. Administration discuss with the Department of Education and Child Development their interest in purchasing this portion land or contributing towards the cost of the land transfer.	GM City Development	Undertake full Road Opening process - this may take up to 12 months to complete. Discussions have occurred with Department Education and Child Development (DECD) regarding their interest in acquiring or leasing the land. DECD is considering their position.
	799	<b>42 Ferguson Avenue and Ferguson Avenue Reserve Myrtle Bank - Proposed Land Swap and Road Closure</b>	GM City Development	Surveyor and Conveyancer engaged by property owner and task underway.

**COUNCIL ACTION REPORTS - ACTIONS TO April 2017**

Meeting	Item	Subject and Council Resolution	Resp.	Status/Progress
	840	<b>Street Lighting Project</b> - 2. Council, in partnership with Campbelltown Council, and any other interested councils, endorses the Administration to commence a Street Lighting Infrastructure Project, including a tender process, to find an alternative lighting solution for their councils that will lead to the realisation of a combination of benefits covering reduced lighting costs, improved service levels and improved environmental outcomes. 3. The scope of the project will not only include a change-over to LED for most/ all street lights, but also the use of smart technology opportunities in selected precincts/ strips. 4. The Local Government Association (LGA) be informed that both the Cities of Unley and Campbelltown have considered the LGA's business case regarding LED lighting, and support, in principle, the establishment of a local government subsidiary for public lighting services, but do not at this point commit to using the subsidiary to manage both Councils' lighting infrastructure.	GM City Development	<p>The project has commenced with the appointment of a Probity Advisor and development of a draft technical specification to secure the support of an expert in street lighting solutions.</p> <p>Some neighbouring Councils have been contacted to explore their level of interest in the project.</p> <p>LGA has been advised that in principle both Councils support the establishment of a local Government subsidiary to look after public lighting.</p>
	851	<b>PETITION RE STREET TREES</b> That: 1. The petition be received. 2. The principal petitioner be notified of Council's proposed actions.	GM City Development	COMPLETED
	864	<b>MOTION ON NOTICE – COUNCILLOR SCHNELL RE PARKING PERMITS</b> Council review its policy on paid residential parking permits across the whole city.	GM City Development	This is to be reviewed as part of Parking Policy review scheduled for the 17-18 Financial Year.
	865	<b>MOTION ON NOTICE – COUNCILLOR PALMER RE MILLSWOOD CROQUET CLUB LIGHTING</b> That: Administration advise the President of the Millswood Croquet Club that Council will contribute \$30,000, from its 2016/17 budget, towards the costs of the proposed upgrade of the croquet greens lighting.	GM BS&I	Croquet Club have been notified. COMPLETED.

**COUNCIL ACTION REPORTS - ACTIONS TO April 2017**

Meeting	Item	Subject and Council Resolution	Resp.	Status/Progress
	863	<b>MOTION ON NOTICE – COUNCILLOR SALAMAN RE FUTURE USE OF VACANT LAND AT 41 OXFORD TERRACE UNLEY</b> That: 1. Administration investigates options (including planning considerations) for ongoing use of the land, including as a car park area for City of Unley staff. 2. Administration prepares a concept plan and costing for low maintenance car park area that identifies the number of parks available and considers drainage, pavement type and lighting and accessibility. 3. Administration identify existing car parks that will likely be freed up as a result of relocating a number of staff parks to 41 Oxford Terrace (ie current onstreet parking or reallocation of spaces within the Civic precinct rear car park area. 4. Administration identifies funding sources.	GM City Development	Administration currently working to investigate and identify appropriate responses. Anticipate August / September Report to Council.
	857	<b>LEAH STREET TRAFFIC VOLUMES AND HEAVY VEHICLES</b> That: 1. The report be received. 2. Administration continue to liaise with DPTI on the actions to minimise detoured traffic, particularly heavy vehicle traffic, on Leah Street while South Road works are being undertaken.	GM City Development	Discussions with DPTI are underway. South Road repair works has not been scheduled by DPTI yet.
	858	<b>SHARED STREET CONCEPT – NAIRNE TERRACE FORESTVILLE</b> That: 1. The report be received. 2. Council endorse Option 1 - “The enhanced shared street concept as outlined in Attachment 1 to Item 858/17, “Concept Option 1 – Retain Footpath”, for the purpose of public consultation.	GM City Development	Notification to residents is programmed to start first week in July.



**COUNCIL ACTION REPORTS - ACTIONS TO April 2017**

Meeting	Item	Subject and Council Resolution	Resp.	Status/Progress
	856	<b>2017 UNLEY GOURMET GALA AND SANTOS TOUR DOWN UNDER EVENT EVALUATION AND 2018 EVENT ENDORSEMENT</b> That: 1. The report be received and the feedback presented relating to both events noted. 2. The undertaking of the 2018 Unley Gourmet Gala and Tour Down Under Stage Start be endorsed, pending confirmation from Events SA that our expression of interest has been successful. 3. In order to stage these events, Council also endorses the temporary closure of King William Road from Arthur Street to approximately 50 metres south of the intersection with Park and Mitchell Streets (and associated side streets) from 6am on the allocated date of the Unley Gourmet Gala until 1pm the following day.	GM City Services	COMPLETED.
	854	<b>THIRD QUARTER BUDGET REVIEW 2016-17</b> That: 1. The report, including Attachments 1-3 to Item 854/17 be received. 2. The budget variations from the Third Quarter 2016-17 Budget Review be approved. 3. The revised budgeted Uniform Presentation of Finances reflecting an increase in the Budgeted Operating Surplus of \$2.037m from \$1.957m and a decrease in Net Borrowing movements for the year of \$7.018m from \$7.286m be adopted.	GM BS&I	Finance system has been updated to reflect the new budget. Completed.
	855	<b>COMMUNITY GRANTS PROGRAM – MARCH 2017 FUNDING ROUND</b> That: 1. The report be received. 2. The Community Grants be funded as detailed in Attachment 1 to Item 855/17. 3. The applicants be notified of the outcome of their application.	GM City Services	All applicants have been informed by letter. Funding distributed after acceptance letters have been received. Working towards Community Grants presentation night in September.

**COUNCIL ACTION REPORTS - ACTIONS TO April 2017**

Meeting	Item	Subject and Council Resolution	Resp.	Status/Progress
	860	<b>CLOSURE OF KING WILLIAM ROAD ON SUNDAYS – FEASIBILITY STUDY</b> That: 1. The report be received. 2. The King William Road Traders Association Incorporated be thanked for their feedback regarding this proposal. 3. Council consider this initiative as part of its 2017/18 budget deliberations.	Director Strategic Projects	Incorporated in draft budget (in this agenda).

**ITEM 890**  
**NOTICE OF MOTION**

Councillor Hudson has advised of his intention to move the following notice of motion at the Council meeting on 26 June 2017.

Preamble

In 1915, a memorial was erected in the South Parklands (on Cohen Avenue as it was then) to honour the City of Adelaide and City of Unley battalions' fatalities at Gallipoli.

The memorial was funded by public subscription, and hence was, I contend, not the property of the City of Adelaide.

Despite this, and therefore possibly illegally, the monument (the oldest WW1 monument in the world) was moved in 1940 to its present site near the junction of South and West Terrace in the City.

Presently there are plans afoot to alienate the historic obelisk even further away from Unley – this time to the Kintore Avenue Memorial on the eastern side of Government House.

Adelaide City Council has given its stamp of approval to this proposal – once again in the face of the facts.... That it's NOT their (intellectual) property.

The above motion seeks to take the first step to ensure that Unley's interest in the WW1 tribute are not trivialised and to pave the way for the sympathetic return of the once strategically placed, public-funded memorial to its original 1915 site.

That:

“Unley Council expresses its deep concern over any action that would see the South Terrace “Dardanelles” monument moved to Kintore Avenue.

Instead, Council urges the Adelaide City Council and RSL to relocate the unique tribute to the two battalions concerned to its original site on Sir Lewis Cohen Avenue, where it was erected in 1915 in recognition of the close battle ties between the City of Adelaide and the City of Unley.”

**ITEM 891**

**QUESTIONS OF WHICH NOTICE HAS BEEN GIVEN**

**QUESTIONS ON NOTICE FROM COUNCILLOR HUDSON RE THE TOUR DOWN UNDER.**

The following Questions on Notice have been received from Councillor Hudson and the answers are provided.

**Questions**

1. *What, in total, has been the financial support given by Unley Council to the staging of the "Tour Down Under" stage/events on King William Road?*

**Answer**

Since 2002-2003 (not including 2005-2006 & 2006-2007 where there was no support provided) Unley Council has provided \$2,547,000 in financial support for the Tour Down Under &/or Unley Gourmet Gala.

## **CORRESPONDENCE**

**TITLE:** CORRESPONDENCE  
**ITEM NUMBER:** 892  
**DATE OF MEETING:** 26 JUNE 2017  
**ATTACHMENTS:** 1. CORRESPONDENCE

---

The correspondence from

- Hon John Rau MP
- Senator the Hon Fiona Nash
- Hon Ian Hunter MLC
- Mayor Lorraine Rosenberg – President LGA SA
- Hon Zoe Bettison MP
- Letter from Mayor Lachlan Clyne re celebrations in Le Havre
- Hon Geoff Brock MP

be noted.

---

The Hon John Rau MP

17PLN0264

2 June 2017

Mr Peter Tsokas  
Chief Executive Officer  
City of Unley  
PO Box 1  
UNLEY SA 5061

Dear Mr Tsokas

### **Planning reforms**

I write in response to your letter outlining a number of concerns of the City of Unley with the new planning legislation and requesting these matters be addressed in forthcoming regulations. I am pleased to respond to each of the matters raised as follows.

### **Reduced public notification and representation opportunities**

The Expert Panel on Planning Reform identified several initiatives to improve public participation in development outcomes, most specifically ensuring effective consultation occurs at the front end of the system, i.e. when determining land use and development policy, and then providing more certainty for applications that comply with the general land use and policy setting. In this respect the new *Planning, Development and Infrastructure Act 2016* (PDI Act) requires the preparation of a Community Engagement Charter which will ensure an appropriate level of public participation in the planning system.

The Community Engagement Charter is currently being developed and I encourage the Council to be involved in the engagement on the Charter, to ensure it reflects the expectations of your local community.

### **Emancipation of significant tree legislation**

In regard to significant tree controls, the Government made a commitment during debate on the PDI Act that the significant tree controls in the *Development Act 1993* (the Act) would not be amended. In effect, the Act changes that underwent significant debate in 2011 remain unchanged in the PDI Act.

The regulated and significant tree controls seek to provide a balance between the retention of trees that make an important contribution to the amenity of urban environments and the ability to remove trees in certain circumstances such as, where a tree may create a potential hazard or danger, or where reasonable and expected development could otherwise not occur. In seeking to find such a balance there will invariably be differences of opinion between different people and parties on the nature and extent of the controls and their application in relation to particular individual trees or groups of trees.



### **Government of South Australia**

Deputy Premier  
Attorney-General  
Minister for Justice Reform  
Minister for Planning  
Minister for Industrial Relations  
Minister for Child Protection  
Reform  
Minister for the Public Sector  
Minister for Consumer and  
Business Services  
Minister for the City of  
Adelaide

45 Pirie Street  
ADELAIDE SA 5000  
GPO Box 464  
Adelaide SA 5001  
Tel 08 8207 1723  
Fax 08 8207 1736

### **Removal of elected members from panels**

The Expert Panel on Planning Reform identified the need to provide for more professional representation on panels, and direct more development assessment to the regional level. Parliament when passing the PDI Act decided to maintain the option for at least one elected member on panels, and to introduce an accreditation requirement for professionals engaged on panels (and in other circumstances).

The PDI Act introduces a new opportunity for Joint Planning Boards (Boards) to be formed, which may, but do not have to establish regional panels. A Board can only be established over a council area if the council(s) have been invited to be a member of the Board. The Board must then determine its role and function and this must be approved by me, as Minister for Planning.

These provisions provide significant new opportunities for those councils that wish to take advantage of the benefits of this new governance structure, whilst the legislation provides specific safeguards for councils to be involved in determining whether the Boards should be formed and the roles and functions they may perform. The provisions are not compulsory and should enhance rather than erode the ability of councils to take charge of their areas, and issues.

Regional Assessment Panels may similarly be established by me at the request of councils in much the same way as the current provisions under the Act.

### **Bypassing council with larger applications**

The PDI Act does not specifically alter the current arrangements for determining the relevant authority for applications. It may be that the Planning and Design Code (Code) will fine-tune the existing arrangements in the future, and this matter will be carefully considered in the preparation and drafting of the Code, which will involve local government as outlined above.

### **Regional Assessment Boards isolating local input**

This issue is largely addressed above. Regional Boards will essentially be voluntary and established on terms proposed by its participating entities, which will include the local council(s).

I look forward to the input of the City of Unley during the forthcoming stages of transitioning to the new planning system for South Australia.

Yours sincerely

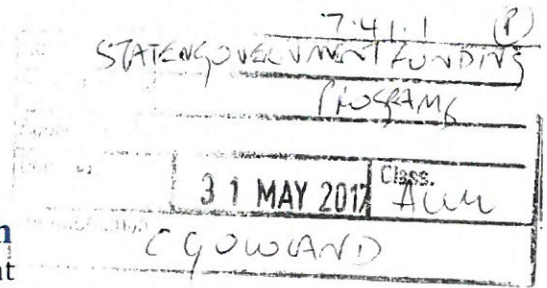
  
**John Rau**  
Deputy Premier  
Minister for Planning

3-20-2

Subject " PLANNING REFORMS (P)		
Property/Street		
Application No.		
Doc. No.	07 JUN 2017	Class.
For Info/Action		
C. GOWLAND		



**Senator the Hon Fiona Nash**  
Minister for Regional Development  
Minister for Local Government and Territories  
Minister for Regional Communications  
Deputy Leader of The Nationals



PDR ID: MC17-002473

Cr Lachlan Clyne  
Mayor  
City of Unley  
PO Box 1  
UNLEY SA 5061

25 MAY 2017

Dear Mayor

The Turnbull-Joyce Coalition Government is delivering for our councils. Since becoming Minister for Local Government and Territories in July 2016, I have met with councils throughout Australia and heard first-hand about their challenges, opportunities and plans for the future.

One issue that councils have often raised with me is the indexation of the Financial Assistance Grant program. I am pleased to announce that indexation will return to the program from 1 July 2017 and will deliver a boost of \$78.3 million to councils across the nation.

The total funding delivered under the Financial Assistance Grant program for 2017-18 will be almost \$2.4 billion, growing to almost \$2.6 billion by 2019-20. Your council's funding allocation for 2017-18 will be determined by your local government grants commission shortly.

We have also boosted the local roads component of South Australia's funding with an additional \$20 million in each of the next two years. This funding makes up for historical anomalies in the calculation of road length in each state. In the next two years, I will investigate a long-term solution to this issue.

The Coalition Government has also agreed to bring forward two quarterly payments to councils from 2017-18 to the current financial year. This will give councils the opportunity to start work immediately on projects they have been putting off and to benefit from additional interest on their cash in the bank.

Pausing indexation on the Financial Assistance Grant program was a difficult decision. However, the Coalition Government is committed to repairing the budget and the indexation pause, while unpopular, was necessary to contribute to this task. I thank local governments for their efforts in constraining costs and working within their existing budgets – something that all levels of government have had to do.



The Coalition Government is committed to assisting councils as they deliver essential local services to our communities. As the Minister for Local Government and Territories, I look forward to working with you to support this important work.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Fiona Nash', followed by a period.

FIONA NASH

Subject: Brown Hill Correspondence (15)	
Priority: Urgent	
Application No.	
Doc. No.	Class.
12 MAY 2017	
For info/Action: C. Gowland	



Government  
of South Australia

The Hon Ian Hunter MLC

17WRM808988

Mayor Lachlan Clyne  
City of Unley  
PO Box 1  
UNLEY SA 5061

*Lachlan*  
Dear Mayor Clyne

Thank you for your letter dated 18 April 2017 providing an update on the Brown Hill Keswick Creek Stormwater Management Project (the Project).

As you aware, I have a strong interest in the implementation and management of the Stormwater Management Plan and I am pleased to hear that the Chief Executives of the five Councils have initiated a process of forming the regional subsidiary.

I look forward to being updated on the progress of the Project in due course.

Yours sincerely

**IAN HUNTER MLC**  
Minister for Water and the River Murray

9 / 5 / 2017

Minister for Sustainability, Environment and Conservation  
Minister for Water and the River Murray  
Minister for Climate Change

Level 10, 81-95 Waymouth Street Adelaide SA 5000 | GPO Box 1047 Adelaide SA 5001  
Tel 08 8463 5680 | Fax 08 8463 5681 | Email [minister.hunter@sa.gov.au](mailto:minister.hunter@sa.gov.au) | [www.premier.sa.gov.au](http://www.premier.sa.gov.au)





In reply please quote our reference: ECM 649254 BL/DB

9 May 2017

Mayor Lachlan Clyne  
City of Unley  
PO Box 1  
UNLEY SA 5061

Dear Mayor

### **Local Government Association's Public Awareness Campaign**

I am writing to thank your council for supporting the Local Government Association's public awareness campaign.

Through this campaign we will work together to build greater understanding of the valuable contribution councils make to communities every day - and the impact a rate capping policy would have on important local services. The success of this campaign hinges on the support of councils across the state.

The LGA appreciates that councils work with their communities to strike a balance between expenditure, revenue and service standards. An externally imposed rate cap will reduce a council's capacity to get this balance right.

Your council administration would have recently received campaign marketing material for inclusion in council's quarterly rates notices. Further creative work such as website and social media material and posters will be available shortly.

We will continue to provide updates about the campaign through the LGA President and CEO newsletters. We'd also love to hear your ideas and feedback about how you'll be expanding the reach and impact of the campaign within your local area.

For further information on the campaign and our sector-wide response to the threat of a rate capping policy, please go to the publically available rate capping webpage on the LGA website at:  
[www.lga.sa.gov.au/RateCapping](http://www.lga.sa.gov.au/RateCapping).

Yours sincerely

Mayor Lorraine Rosenberg  
**President**

Telephone: (08) 8224 2022

Email: [lga-president@lga.sa.gov.au](mailto:lga-president@lga.sa.gov.au)

Subject - Award notification (10)		
Property/Street		
Application No.		
Occ. No.	23 MAY 2017	Class. ALEN
For Info/Action C. Gowland		

17TDCSI/1698

Mr Lachlan Clyne  
Mayor  
City of Unley  
PO Box 1  
UNLEY SA 5061



**Government  
of South Australia**

Minister for Communities and  
Social Inclusion  
Minister for Social Housing  
Minister for the Status of Women  
Minister for Ageing  
Minister for Multicultural Affairs  
Minister for Youth  
Minister for Volunteers

Level 12 South  
1 King William Street  
Adelaide SA 5000  
GPO Box 2832  
Adelaide SA 5001  
DX 115  
Tel 08 8463 6560  
Fax 08 8463 4480  
dcsi.ministerbettison@sa.gov.au

Dear Mayor

I am pleased to announce that the 2017 Youth Volunteer Scholarship Awards will be open for application on Monday 5 June 2017.

The scholarships are awarded in recognition of young volunteers who are currently involved in volunteering, have a history of community participation, and who have demonstrated their personal motivation and interest in volunteering and helping others in the community.

Winners of the scholarship awards will receive financial assistance to contribute towards the cost of course fees and/or text books associated with attending their chosen field of study delivered by a university, TAFE or other registered vocational college.

The Youth Volunteer Scholarship Awards provide a great opportunity to reward young people who make a difference in our community.

Guidelines and online nominations forms will be available from the Office for Volunteers website at [www.ofv.sa.gov.au](http://www.ofv.sa.gov.au) when the program opens. The closing date for nominations is Friday 21 July 2017.

Yours sincerely

**Hon Zoe Bettison MP**  
MINISTER FOR VOLUNTEERS

17 / 5 / 2017



19 May 2017

Ville du Havre  
Le Maire  
Député de la Seine-Maritime  
1517 place de l'Hôtel de Ville  
CS 40051  
76084 Le Havre Cedex

COPY

Dear Mayor,

I was very pleased to received the letter from Mr Édouard Philippe, dated 10 April 2017, inviting me to attend the Gala dinner with the tall ship's Captains on 31 August and the lunch on 1 September 2017.

May I first offer my congratulations to Mr Philippe on his appointment as Prime Minister of France.

Unfortunately, I am unable to attend the celebrations in Le Havre, but our former Deputy Mayor, Michael Rabbitt, can attend on my behalf, it that is acceptable.

Councillor Rabbitt visited Le Havre while in France last year and would be very pleased to attend the celebrations and the special tour of Le Havre.

I will ask Councillor Rabbitt to contact Mrs Fiona Paladini to make arrangements for his stay in Le Havre.

I trust that the celebrations are a huge success and wish you all the best.

Kind regards

Lachan Clyne  
**Mayor**  
**City of Unley**



**Lachlan Clyne**  
Direct (08) 8372 5106  
Mobile 0427 132 494  
mayor.clyne@unley.sa.gov.au

Civic Centre 181 Unley Road  
Unley, South Australia 5061  
Postal PO Box 1  
Unley, South Australia 5061

Telephone (08) 8372 5111  
Facsimile (08) 8271 4886  
pobox1@unley.sa.gov.au  
unley.sa.gov.au



STATE GOVERNMENT		
Address/Street		
Session No.		
Date No.	31 MAY 2017	Class.
For info/Action		
CLOWARD		



Government  
of South Australia

eA181639

Mr Peter Tsokas  
Chief Executive Officer  
The City of Unley  
PO Box 1  
UNLEY SA 5061

Dear Mr Tsokas *PETER*

Thank you for your letter of 7 April 2017 regarding the City of Unley's (the Council) resolution of 27 March 2017 requesting that the conflict of interest provisions of the *Local Government Act 1999* (the Act) be reviewed. You have advised that the elected members find the current legislation confusing and to some extent unduly restrictive. In particular, the Council seeks that the previous wording to the shared in common exemption under section 73(1) that included ward or some other substantial class of persons be reinstated.

I note from the Council meeting minutes enclosed with your letter that the motion for this resolution was moved by Cr Salaman, seconded by Cr Hewitson and was carried unanimously. I further note from the minutes that Cr Salaman explained that he moved the motion as recent events resulted in both Councillors for the Unley Ward, Cr Salaman and Cr Hewitson having material conflicts of interest and being unable to take part in decision making in the Unley Central Precinct Development Plan Amendment (DPA) that was before the Council.

As you are aware, under section 73 of the Act, the first consideration for a material conflict of interest is if any of the persons included in a defined list would gain a benefit, or suffer a loss, whether directly or indirectly and whether of a personal or pecuniary nature, depending on the outcome of the consideration of the matter at the meeting. The Act includes in the list of defined persons the member themselves, defined relatives of the member and then includes others with which a member may have a personal, fiduciary or pecuniary relationship. Relevantly, this list does not include electors generally.

Minister for Regional Development  
Minister for Local Government

Level 17, 25 Grenfell Street Adelaide SA 5000 | GPO Box 2557 Adelaide SA 5001 DX 667  
Tel 08 8226 1300 | Fax 08 8226 0316 | [pisa.MinisterBrock@sa.gov.au](mailto:pisa.MinisterBrock@sa.gov.au)



I note that Cr Salaman had a material conflict of interest in the matter of the Council's consideration of the DPA as he lives close to the area under consideration and had made a personal submission on the matter. I further note that Cr Hewitson had a material conflict of interest in the matter of the DPA due to the fact that his son owns property of such proximity to the area affected by the DPA that the outcome of the DPA may affect the value of that property. Both the Council members' own and the Council's legal advice was that the Councillors had a material conflict of interest in the matter of the discussion of the DPA.

Prior to the commencement of the *Local Government (Accountability and Governance) Bill 2015* (the Amendment Act), the previous exemption removed a member's personal conflict of interest if the relevant benefit or detriment was shared in common with all or a substantial proportion of the ratepayers, electors or residents of the area or a ward, or some other substantial class of persons. It appears that the request to reinstate the wording previously in the Act to allow an exemption from a conflict of interest if the interest held is shared by a substantial class of persons, stems from the view that this wording would have allowed both Council members from the Unley Ward to participate in discussions and decisions regarding the DPA. However, even under the previous wording of the Act, the Councillors would still have had a conflict of interest. The reforms in the Amendment Act have simply clarified the categories of conflicts of interest and made clearer when a material conflict of interest exists.

The previous wording of the shared in common exemption in section 73(1) of the Act caused confusion and differences of opinion in the interpretation of the provision. The Ombudsman and Local Government Association had expressed concern in the clarity of the provision as it related to some other substantial class of persons. While it was intended to relate to interests held in common with a substantial proportion of sections of the community, it was often difficult to determine both what constituted a class of persons and how many people must have shared that interest before it could apply.

No matter the electoral structure upon which a member is elected to Government, upon election, all members become part of a body that is charged with responsibilities for the Council area as a whole. As such, a ward structure is relevant to the conduct and nature of the election process, not to the ongoing responsibilities of an elected member. In line with this the previous or a ward exemption was removed at the request of the Local Government Association.

The changes to the conflict of interest provisions were introduced following extensive consultation including the release of a discussion paper in 2014 by the State Government and the Local Government Association, including opinions from the Ombudsman, the Independent Commissioner Against Corruption, the Crown Solicitor, the Local Government Association and individual Councils. The Amendment Act did not broaden the application of the conflict of interest provisions of the Act, importantly, matters that are now subject to such provisions were subject to them prior to the commencement of the amendments.

Furthermore, the Amendment Act's introduction of the new actual and perceived conflicts of interest has enabled Council members to successfully deal with a range of lesser conflicts in an open and transparent way and then decide themselves if they should remain in Council meetings on the relevant matter.

However, for each matter as was the responsibility of each elected member prior to the recent reforms all elected members must consider whether they have a conflict of interest in a matter and act accordingly. The proper dealing with conflicts of interest is a vital part of our Local Government system and is one that enables the community to have confidence in Council decisions.

Accordingly, I will not be reviewing and amending section 73 of the Act to reflect the previous wording of the shared in common exemptions.

Yours sincerely



Hon Geoff Brock MP  
**MINISTER FOR REGIONAL DEVELOPMENT**  
**MINISTER FOR LOCAL GOVERNMENT**

*jh*  
30 May 2017



## **MAYOR'S REPORT**

**TITLE:** MAYOR'S REPORT FOR MONTH OF MAY 2017  
**ITEM NUMBER:** 893  
**DATE OF MEETING:** 26 JUNE 2017  
**ATTACHMENTS:** 1. FUNCTIONS ATTENDED

---

## **RECOMMENDATION**

MOVED:  
SECONDED:

That:

1. The report be received.
-

**MAYOR'S FUNCTIONS ATTENDED – 20 MAY 2017 TO  
16 JUNE 2017**

MONTH	DATE	FUNCTION
<b>May</b>		
	16	<ul style="list-style-type: none"> <li>• Unley RSL General Meeting</li> </ul>
	16	<ul style="list-style-type: none"> <li>• Future SA function</li> </ul>
	18	<ul style="list-style-type: none"> <li>• Mother's Day Lunch – Greek Pensions and Aged Society of SA/NT</li> </ul>
	18	<ul style="list-style-type: none"> <li>• Life Care Corporate Opening</li> </ul>
		<ul style="list-style-type: none"> <li>• Meet the Candidate Evening</li> </ul>
	19	<ul style="list-style-type: none"> <li>• SA Police Officer of the Year</li> </ul>
	22	<ul style="list-style-type: none"> <li>• OFTA Age Friendly SA Strategy Launch</li> </ul>
	24	<ul style="list-style-type: none"> <li>• Concordia College Business Networking Breakfast</li> </ul>
	25	<ul style="list-style-type: none"> <li>• Annesley Art Opening</li> </ul>
	28	<ul style="list-style-type: none"> <li>• IFTAR Dinner – Bangladesh Community Adelaide Volunteers</li> </ul>
<b>June</b>		
	1	<ul style="list-style-type: none"> <li>• Red Shield Appeal</li> </ul>
	3	<ul style="list-style-type: none"> <li>• Myrtle Bank Scouts Dinner</li> </ul>
	6	<ul style="list-style-type: none"> <li>• Unley Business Breakfast</li> </ul>
	6	<ul style="list-style-type: none"> <li>• 140 Years of SANFL Celebration</li> </ul>
	9	<ul style="list-style-type: none"> <li>• Capri Theatre event – 'The Mummy' screening</li> </ul>
	13	<ul style="list-style-type: none"> <li>• Annual Ramadan</li> </ul>
	14	<ul style="list-style-type: none"> <li>• SANFL IFTAR Dinner</li> </ul>
	14	<ul style="list-style-type: none"> <li>• Reception in Honour of the Birthday of Her Majesty the Queen</li> </ul>
	15	<ul style="list-style-type: none"> <li>• Centennial Park Cemetary meeting</li> </ul>
	16	<ul style="list-style-type: none"> <li>• Sold The Big Issue on King William Road</li> </ul>
	17	<ul style="list-style-type: none"> <li>• Unley Concert Band 20<sup>th</sup> Anniversary</li> </ul>
	18	<ul style="list-style-type: none"> <li>• 1967 Premiership Reunion Lunch – Sturt Football Club</li> </ul>
<p>In addition to attending the above functions, I also met with various staff, Elected Members, members of the community and attended the regular Council meetings. I would like to thank the Elected Members who have represented me at various functions during the month, where I have been unable to attend due to another commitment on the same evening.</p>		

## **DEPUTY MAYOR'S REPORT**

**TITLE:** DEPUTY MAYOR'S REPORT FOR MONTH OF JUNE 2017

**ITEM NUMBER:** 894

**DATE OF MEETING:** 26 JUNE 2017

**ATTACHMENTS:** 1. REPORT

---

### **RECOMMENDATION**

MOVED:  
SECONDED:

That:

1. The report be received.
-

## **REPORT OF DEPUTY MAYOR**

---

### **(a) Items of particular interest, concern or urgency**

#### **Red Shield Launch**

The Red Shield, as many of us would now be aware assuming you have been door knocked, has a focus on Domestic Violence. It was sobering listening to testimonies of Domestic Violence at the launch, and the good that the Salvos have been able to provide victims.

#### **The Future of Local Government**

Refer overleaf for a copy of a blog post on my thoughts on this Summit.

#### **ERA**

ERA is working on a revised draft of our Memorandum of Understanding. The current MoU does not mirror what we are doing in practice. Once the steering committee is happy with changes being mooted it will be sent to each member Council for their endorsement.

I expect this will be in the next 2 months, along with minor amendments to the ERA Strategic Plan.

#### **MLGG**

Whilst I might debate whether or not Local Government is in Crisis or not, I think it may be fair to say MLGG is.

The last meeting I attended on behalf of the mayor the whole focus was on what form this group should take in future. As a newcomer to this forum I found it disconcerting that members were not sure of their roles or the relevance of their contribution.

It may be appropriate to break down this very large committee into say 4 regions, one of which could obviously be ERA.

#### **Unley Concert Band**

Witnessed on the weekend just past the pure genius, skill and talent of “our” Unley Concert Band. They are without doubt, world class. In the words of one of their number it makes me proud to wear my Unley hat.

(b) **Functions Attended** (up to the time of writing this report)

These functions/events are in excess of those I would normally attend.

16 May	FOCUS meeting
17 May	Breakfast Launch of the Salvation Army 2017 Red Shield appeal Coffee with the Mayor @ Adelaide Oval Discussion with Fairmont and Goodwood Saints Tennis Clubs
18 May	Lifecare Corporate Office opening
19 May	Unley Rotary Police Officer of the Year dinner
23 May	Coffee with Cr Schnell @ Cherry Darling watching heavy transport entering and/or exiting Leah Street. Met with Millswood Croquet Club members Met with Nick Meyers (President) Millswood Bowling Club.
25/26 May	Future of Local Government Summit in Melbourne
28 May	Met with committee of Chinese Association
31 May	Discussed 4-year plan with Executive & Cr Schnell
1 June	Reconciliation celebration in Town Hall with Cr Hudson Launch of the 37 <sup>th</sup> SA Prayer Breakfast
3 June	Goodwood Saints Indigenous Round with the Mayor
6 June	Unley Business Breakfast with Cr Hewitson
7 June	GORG. Apology for UBED to attend.
14 June	ERA Mayor & CEO meeting
17 June	Unley Concert Band 20 <sup>th</sup> Anniversary Celebration
18 June	Unley Park Baptist Church 1967 Sturt FC Premiership reunion.

I also had a number of one on one conversations with a number of members and the CEO and saw a number of ratepayers with concerns to assist.

**The Future of Local Government-Local Government in Crisis**

Local Government in Crisis was the topic of a summit I attended recently on behalf of the City of Unley in Melbourne.

As testimony that local government (worldwide) is in crisis the leaders of the summit cited the election of Donald Trump and Brexit. To build on this a key note speaker spoke of the crisis being faced by the City of London.

Curious examples I would have thought. An outsider being elected to the post known as the leader of the free world. A sovereign country leaving the European Union. The London Council, more like a State Parliament here.

Truthfully Governments, we all know, are in something of a crisis worldwide as evidenced by the examples given above. Does this drill down to local governments is the question to be answered?

Councils over in New South Wales it could be argued are in crisis. Theirs's however is not one of people being disillusioned with them. It is under the pressure of forced amalgamations being imposed by the State Government. The people

there indeed are actually fighting their State Government in support of the current Local Government model.

And back here in Adelaide the LGA has conducted a survey which has indicated that local government is the most trusted level of government in this state. A far cry from what I was hearing in Melbourne.

### **Local Government to lead the way, not Local Government in Crisis**

Backed by these last two observations what I do agree coming out of the Summit is that Local Government “can” lead the way to correcting the disillusionment in Government that the Trump, Brexit factor shows exists. So far from the catch cry being local government being in crisis it should be local government to lead the way in healing public government relations.

In other words, I agree with the manifesto that came out of the Summit. A manifesto that rests on a belief that the state of the nation and the health of our society depend on community-driven action in the neighbourhood, not just decisions made in parliaments or boardrooms.

Put another way, the crisis facing governments worldwide can only be addressed by a localist approach. And that my friends is the strength of Councils similar in size to the City of Unley.

## **REPORTS OF MEMBERS**

<b>TITLE:</b>	REPORTS OF MEMBERS
<b>ITEM NUMBER:</b>	895
<b>DATE OF MEETING:</b>	26 JUNE 2017
<b>ATTACHMENTS:</b>	1. MEMBERS REPORTS

---

Council to note the attached reports from Members

1. Councillor Hughes
  2. Councillor Schnell
-

**(a) Items of particular interest, concern or urgency**

**(b) Functions Attended**

27<sup>th</sup> April. Attended a regular meeting of the Centennial Park Board. Andrew Kay was welcomed as a new Independent member. (Andrew is the Managing Director and CEO of Wirra Wirra Wines).

28<sup>th</sup> April. Met with Matthew Ives and a Living Choice resident who is planning to organise a monthly art exhibition at Living Choice, for local artists.

3<sup>rd</sup> May. Attended a meeting of the Centennial Park CEO Performance Review Committee.

3<sup>rd</sup> May. Attended the official switching on of the upgraded lights at Unley Oval. Speakers were very appreciative of Council's support. The project, which took 10 years to come to fruition, enables Sturt to train in a safe environment and puts them on an equal footing with other clubs.

5<sup>th</sup> May. Met with Mayor Lachlan and Cr Schnell to receive a presentation from Millswood resident David Hudson on Passive Housing. David is an Engineer and former member of Council's Sustainability Advisory Group.

5<sup>th</sup> May. Attended the opening of Nick Leaver's Social Revolution 2020 Exhibition at Hughes Gallery. A very thought provoking commentary on social issues using memes.

28<sup>th</sup> May. Convened Unley Lions Club members to collect for the Salvation Army Red Shield Appeal.

3<sup>rd</sup> June. Attended Unley Oval to see Sturt have a strong win over Norwood. The crowd of 3800 was the largest of any SANFL game this season.

8<sup>th</sup> June. Participated in the judging of the City of Unley's Active Ageing SALA Art Award.

14<sup>th</sup> June. Participated in a Centennial Park Market Research Workshop to help shape this project being conducted by consultancy Square Holes.

16<sup>th</sup> June – Attended the opening of Myrtle Bank resident, Anthea Jones', Living the Dream Studio. Anthea will be holding 'open studio' sessions throughout Sala. Highly recommended.

18<sup>th</sup> June. Attended Unley Oval to see Sturt have a great win before another very large crowd.

Councillor Bob Schnell



## Monthly Report, May - June 2017

The list below mostly excludes events and activities that I would normally attend as an Elected Member eg. Council/Committee meetings, Workshops, Briefing sessions, discussions with staff and community events.

At all events attended, any expense incurred was funded by myself.

### **Opinion: Item 1)**

The State Government has recently released a pilot IT facility that enables residents to subscribe (to DPTI) to receive email/sms alerts about upcoming scheduled works on the rail and tram network. I understand that the intent is reduce the extent of letter-boxing residents to inform them of scheduled track work, especially work scheduled at night.

Here's the link to subscribe ... [www.dpti.sa.gov.au/worksnotifications](http://www.dpti.sa.gov.au/worksnotifications)

It's an excellent initiative. However, there must be an ongoing need to letterbox residents in the immediate location.

Thinking about this, I propose that Council launch a similar facility and request all residents to subscribe. That way Council would be able to quickly alert residents of planned works in their local area eg. road works, road closures etc. The benefit would a reduction of letter-boxing the broader area; a significant cost reduction. I ask the Council Administration to assess and pilot this proposal.

I blogged the above initiative and received positive feedback from the community.

Here is a sample of the feedback (from Ben) ...

*Great idea Bob. This would help reduce cost and increase the coverage of consultation and notification. I have heard that the council finds that consultation is difficult to get broad enough and is costly, so this would be beneficial.*

*Another idea would be to have an email address for a given property, and that all rates, communications and consultation goes there, instead of to personal email addresses. This would stay with the property if the owner sells it.*

*The "My Unley" online service looks really good and I'd be interested to see if this could be expanded likewise.*

**Opinion: Item 2)**

Australia Post has issued a set of 4 stamps depicting images of street art from prime locations across the nation. One of the stamps shows street art on a house in Railway Terrace North, Goodwood.

It's fantastic that the artwork in Goodwood will get the national lick of approval. Here's a copy of the stamp.



Wednesday 23 May am

Coffee meeting with staff at 'Miss Daisy' (in Forestville) to review the proposed verge planting program in the 2017/2018 budget. A great program, absolutely fantastic, but I'm disappointed that the proposed cost cutting (by the Council budget) will limit the opportunities for many interested residents. Hopefully Council will give it more funding in 2018/2019.

Wednesday 23 May pm

Met up with Councillor Don Palmer at 'Cherry Darling' for a coffee and a chat. We spent 2 hours sipping latte at the outdoor bench and observing the traffic along Leah Street and the difficulty for traffic in negotiating the bends in the road from East Avenue across the tram line to Leah Street.

Friday 02 June

Attended the Two Sisters 'street party' in Gilbert Street, Goodwood. Actually, it was held in the carpark behind the Two Sisters. Gilbert Street had been closed, but was fenced off around excavations. There were 100s of people there, all locals and crammed into a tight space. A good ambience. It was a cold night and the heavily spiced mulled wine was superb. The event generated a lot of pedestrian traffic on Goodwood Road.

Wednesday 07 June

Attended the Goodwood Oval Reference Group (GOAG) meeting. Always a good meeting with feedback from the sports clubs. Top tennis coach Ben Milner is moving on. He has secured the position as Head Performance Coach at Peak Performance Tennis located in Marleston.

It is understood that a lot of his pupils will follow him to the new club.

Friday 09 June pm

I attended The Capri Theatre as a guest (with the Mayor) to celebrate the painting of the exterior of the theatre and to acknowledge all of those who volunteered their time and the funds to make the painting possible. The City of Unley received considerable acknowledgement for its contribution to the painting. The pre-show party was huge with generous hospitality provided by our hosts. It was incredible to learn how many volunteers were involved in the project. We then joined the audience to listen to the organ performance.

The movie was 'The Mummy'. Despite the eye candy stars like Tom Cruise, Sofia Boutella and Russell Crowe, the movie was a shocker; absolutely terrible. I rated it as 1.5/10.

Thursday 15 June

Met up with Councillor Mike Hudson at 'Cherry Darling' for a coffee and a chat. We spent an hour sipping latte at the outdoor bench and observed the passing traffic. It was interesting to note the assorted range of large vehicles that navigated the bends in the road in East Avenue and across the tram line; and then headed along Leah Street. The concerns of local residents is appreciated.

The road closures and detours away from the area whilst Leader Street is sealed will be a welcome reprieve for the Leah Street residents.

Friday 16 June pm

Attended the launch of the '**Living the DREAM**' art studio @ Myrtle Bank.

Dozens of friends and art lovers were there.

Local visual artist Anthea Jones was celebrating her new studio; full of beautiful art work. My favourite was the charcoal woman with a red balloon; running freely on the beach.

I was privileged to receive an invitation to the launch.

A fantastic night of celebration.

Anthea will open her studio for SALA in August, Thursday to Sunday, 11am to 3pm.

Her SALA brochure says to contact her on mobile 0400 482 189 first to ensure that 'the artist is in residence'.

Get there. You won't be disappointed.

Put some cash in your purse. I know that you will be tempted to buy.

End of report

**ITEM 896**  
**UNRESOLVED ITEMS**

<b>Meeting Date</b>	<b>Item</b>	<b>Status</b>
Council 12 September 2016	Item 584  Millswood Sporting Complex Detailed Design	The Item remains laid on the table.

## **DECISION REPORT**

<b>REPORT TITLE:</b>	MILLSWOOD SPORTING COMPLEX – DETAILED DESIGN OF BOWLS & CROQUET
<b>ITEM NUMBER:</b>	584
<b>DATE OF MEETING:</b>	22 AUGUST 2016
<b>AUTHOR:</b>	JOHN WILKINSON
<b>JOB TITLE:</b>	SPORT AND RECREATION PLANNER

---

### **1. EXECUTIVE SUMMARY**

Following the development of the Goodwood Oval and Millswood Sporting Complex Improvement Plan in August 2014, Council endorsed an allocation of \$50,000 in the 2015/16 budget for the detailed design of a revised layout of the bowls and croquet areas, as endorsed in the Improvement Plan.

During the development of the detailed designs, the Millswood Bowling Club withdrew its initial support for the endorsed Improvement Plan, advising that due to recent increased growth at the club, the endorsed plan no longer meets their needs. The position of the Millswood Croquet Club has not changed and they continue to support Council's original layout plan.

Following consultation with the two clubs and a review of possible layout options, a revised layout plan has been developed that complies with the standard playing area dimensions for both sports, as well as providing benefits for the community. However, Millswood Bowling Club still has concerns with this revised plan.

This report presents the revised layout plan to Council; however, through further consultation with both clubs, it has become clear that full agreement on this cannot be achieved. Consequently, it is suggested that the project now focus on building upgrades and leave the existing layout as it is.

### **2. RECOMMENDATION**

That:

1. The report be received.
2. No further action be undertaken at this time regarding changes to the layout of the sports playing areas and recreation areas at Millswood Sporting Complex.
3. Commence design work for upgrades to the existing bowls and croquet buildings (including opportunities for shared facilities) and surrounding areas, based on the current layout of playing areas.

4. Discussions commence with user groups on funding contributions towards any upgrades.
  5. The community and Clubs be advised of the Council's decision.
-

## **1. RELEVANT CORE STRATEGIES/POLICIES**

Undertaking master planning of Goodwood Oval and Millswood Sporting Complex is a specific action within Council's 4 Year Plan and directly aligns to the strategic outcomes of our Community Plan 2033, primarily to support the objectives of the *Living: Our Path to a Thriving City* theme.

The improvement of Council's sport and recreation infrastructure, including Millswood Sporting Complex, is also identified in a number of key Council strategies and plans, including (but not limited to):

- *Living Well* – The Regional Health Plan for the Cities of Unley and Mitcham
- *Living Active*, Sport and Recreation Plan 2015-2020, City of Unley
- Open Space Strategy, City of Unley
- Disability Action Plan, City of Unley
- Asset Management Plans.

## **2. DISCUSSION**

### **Background**

The goal of this project is to enable Council to strategically plan for future improvements at the Millswood Sporting Complex, as well as to seek external funding as opportunities arise. This project is focussed on the bowling and croquet facilities at the complex, and an overview of these groups is as follows:

#### *Millswood Bowling Club*

- Established in 1921
- 112 social bowlers (at capacity on Thursday nights during summer season)
- 48 pennant bowlers (Wednesday and Saturday during summer season)
- Approximately 100 people attend social nights every Friday during summer season
- Current lease for the bowling greens and building until August 2019.

#### *Millswood Croquet Club*

- Established in 1922
- 76 playing members
- Croquet activities held six days per week during summer and five days per week during winter
- Current lease for the croquet lawns and building until November 2018.

Planning for future improvements at Goodwood Oval and Millswood Sporting Complex has been guided by an Improvement Plan, endorsed by Council in August

2014, along with a Staged Implementation Plan, endorsed in April 2015. As a result of the Staged Implementation Plan, Council recommended the following:

- “3. Detailed designs to support the future facility upgrade requirements for Millswood Bowling Club and Millswood Croquet Club proceed.”*

An amount of \$50,000 was allocated in the 2015/16 budget for undertaking a detailed design, which was based on the layout plan recommended in the Improvement Plan (Attachment 1 to Item 584/16). The original layout plan is included on page 69 of the Goodwood Oval and Millswood Sporting Complex Improvement Plan.

*Attachment 1*

The existing layout of the croquet and bowls facilities is shown as an aerial image in Attachment 2 to Item 584/16.

*Attachment 2*

The original layout plan involved the inclusion of a new fourth full-size croquet lawn, responding to the growth in this sport and increasing membership of the Millswood Croquet Club, as well as the installation of a new synthetic lawn bowling green, with a reduction from 14 rinks (currently) to 10 rinks.

The original layout plan was developed in consultation with the sporting clubs located at Millswood Sporting Complex and the local community during early 2014, with both the bowling and croquet clubs providing letters of support for the proposed layout plan. The rationale for the original concept is outlined in further detail in the Improvement Plan on pages 43 to 71.

Subsequently, as the detailed design project progressed, it has become apparent that the Millswood Bowling Club no longer supports the recommendation for a reduction to their existing greens. This is primarily due to a growth in participation and patronage at the club over the past two years.

During these discussions, the Administration reiterated the position of Council and the level of research and consultation that occurred to develop the informed, evidence-based recommendation. However, the club feels that they were consulted when they were experiencing a difficult financial period (March 2014), and have since improved their financial position through increasing patronage in their social bowls and meals programs.

While they were previously supportive of the original layout plan, the bowling club now advise that they require two square greens to be able to sustain their recent growth. They also no longer support a synthetic green, but rather request two natural turf greens.

The position of Millswood Croquet Club has not changed as they are seeking a new fourth full-size lawn as identified in the original layout plan. This position is also supported by the Improvement Plan (2014) and Croquet SA, as the club is growing, and the nearest croquet club's catering for competition play are at Holdfast Bay, Marion and in the CBD (on Hutt Road).



## **Revised Layout Plan**

In order to strengthen future funding opportunities, it is important that the proposal developed is supported by all users and demonstrates maximum community benefit. Therefore, given the bowling club's changed situation, further investigation has been conducted to determine if a compromise could be achieved that would enable the retention of two bowling greens and provision of a new fourth full-size croquet lawn, as well as improvements for public access and recreation.

Following consultation with both clubs and a review of options with the aim of achieving a compromise, a revised layout plan has been developed (Attachment 3 to Item 584/16).

*Attachment 3*

## **Bowling Greens**

The revised layout plan shows the relocation of the bowling greens to the east, with one green located directly north of the existing building ('A Green') and one to the east of the building ('B Green'). The plan also identifies a fourth full-size croquet lawn located next to the existing lawns, as well as changes to public open space and vehicle and pedestrian access.

Under the revised layout plan, the size of the 'A Green' is not significantly reduced (a small reduction of 150mm to the north-south length and a reduction of 400mm to the east-west length).

The size of the 'B Green' has been reduced by 1.65 metres along the north-south length. There is no change to the east-west length, however this is based on the 'chamfering' of the north-east and south-east corners of this green, which is similar to the existing design of this green. It should be noted that the dimensions shown in the revised layout plan are the maximum permissible within the site if vehicle and pedestrian access to the Belair train line and Millswood Lawn Tennis Club are to be retained, and also to meet disability access guidelines for the bowling and croquet clubs.

Through consultation with the bowling club, both greens have been designed to be square (rather than rectangular), to enable play in both directions (north-south and east-west) with a 200mm width 'ditch' around the perimeter of both greens. At the request of the bowling club, it is proposed that the greens have a natural turf playing surface, rather than synthetic turf.

It is intended that the design of the buildings, recreation areas and vehicle and pedestrian access will be undertaken once a layout plan has been finalised. This will include considerations such as the interaction between buildings and playing areas, disability access, internal building layouts and interactions between vehicles, pedestrians and bowls participants. Consideration will also be given to landscaping to ensure the design addresses principles relating to Crime Prevention through Environmental Design.

## **Considerations of Revised Layout Plan**

The inclusion of a fourth croquet lawn will result in the unavoidable loss of a large Norfolk Island pine tree, as well as approximately five other Jacaranda trees. As part of the upgrades, new vegetation and trees would be planted, in keeping with the site and local streetscape.

The revised layout plan also proposes the relocation of the 'B Green', as well as the shared road and car parking into 1/18A Millswood Crescent, known as 'Millswood Park'. While improved access and public recreation facilities are provided in other areas, this will result in a slight reduction of overall public recreation space at Millswood Sporting Complex. Whilst a detailed study on the use of Millswood Park has not been undertaken, anecdotal evidence suggests it is highly valued by the local community.

The existing shared vehicle and pedestrian access has also been relocated to the south-eastern boundary of the complex, and up to 21 off-street car parks (an increase of 13 car parks) have been provided for. The existing road and pathway also enables public access across the Belair train line and the Administration will liaise with relevant authorities on the further detailed design of these areas.

The Administration is also aware that the resident at 18 Millswood Crescent is concerned with the proposed impact on Millswood Park. It is recommended that consultation with this resident, as well as the broader community, be undertaken as part of any further detailed design.

## **Club Feedback**

### **Millswood Bowling Club**

While the reduction in size of the greens complies with the *Bowls Australia Construction Guidelines (2011)*, feedback from Bowls SA acknowledges that the site is limited in its development potential and that efforts have been made to accommodate user groups. Bowls SA also observes that ideally, the facilities at Millswood Sporting Complex would be co-located together, however the Improvement Plan (2014) indicated that this would be a difficult proposition.

A key observation of both Bowls SA and the Millswood Bowling Club is the impact the revised layout plan would have on current and future participation, as well as the club's ability to attract and host tournaments (at the State, national or international level). A written submission from Millswood Bowling Club is included as Attachment 4 (to Item 584/16).

*Attachment 4*

The *Bowls SA State-wide Facilities Audit & Master Plan (2014)* identifies a number of facilities as 'metro regional facilities', where investment should be focused to hold regional tournaments. One such facility is the Clarence Gardens Bowling Club, which is located approximately 2km from Millswood Bowling Club. Millswood Bowling Club is identified as a 'district facility' and it could be viewed as unlikely to be a priority venue for future higher level tournaments.

The relocation of 'B Green' is also a matter of concern for the Bowling Club, who have indicated that it would impact the social interaction of participants. While this is a matter for consideration, a review of other facilities in metropolitan Adelaide indicates that this layout is not uncommon.

#### Millswood Croquet Club

As previously stated, the position of Millswood Croquet Club has not changed and they have also provided feedback on the revised layout plan (Attachment 5 to Item 584/16).

*Attachment 5*

#### Feedback from other Clubs and Adjacent Residents

To inform further decisions on the next steps of this project, feedback on the revised layout was requested from other clubs at Millswood Sporting Complex and residents living directly adjacent to the site. A summary of this consultation is provided in Attachment 6 (to Item 584/16).

*Attachment 6*

At the time this report was written, responses from the other clubs at Millswood Sporting Complex have not been received. Should this project continue, engagement with these clubs and the wider community will continue.

#### **Project Cost**

The total estimated cost provided by a Quantity Surveyor (QS) for the original layout plan developed in 2014 was \$3.177m, which does not include improvements to the Millswood Lawn Tennis Club or the South Australian Society for Model and Experimental Engineers facilities.

Whilst project staging opportunities are limited, building and lighting improvements could be undertaken at a later stage, which would further reduce the cost of changes to the playing areas, car parking and pedestrian areas.

A summary of the cost estimates provided by the Quantity Surveyor in 2014 for the original layout plan is as follows:

- Synthetic (10 rink) bowling green - \$540,000
- New (fourth) croquet lawn - \$60,000
- Bowls building upgrade - \$771,000
- Croquet building upgrade (likely to be a new building) - \$126,000
- Community plaza - \$390,000
- Car parking - \$144,000

The Croquet Club has indicated they would be in a position to contribute financially, however formal discussions and agreement on funding contributions have not yet occurred with either club. It is suggested that these discussions now commence.

It should be noted that the proposed upgrade to the building currently leased by the bowling club is one of the more expensive items. The upgrade does however, create opportunities for shared-use (by the croquet club and other groups).

If a shared-use approach cannot be achieved and the main building continues to primarily be used and managed by the lawn bowls club, it is suggested that limited upgrades occur to the building for the short to medium term, such as improvements to kitchen, heating and cooling, and toilet facilities. This will need to be a key consideration if detailed design is to progress on this building.

Construction of turf greens may be more expensive than a new synthetic green, as industry advice has recommended new bowling greens be constructed 'from scratch', to ensure correct levels are obtained and the quality of turf is consistent. Further information from a cost consultant will need to be obtained once further detailed design is undertaken.

### **Summary**

The revised layout meets the requirements for standard playing area dimensions for bowls and croquet. Consequently, an option that meets a range of users needs may attract external funding.

However, after considering the feedback on the revised layout plan from both clubs, it is clear that full agreement on all aspects of the plan has not been achievable, primarily due to the bowling club's desire to grow their social patronage and not impact their capacity to host tournaments in the future. Whilst the club is unlikely to host higher level tournaments, consideration should be given to the overall project cost and benefits for all stakeholders. Nevertheless, it is clear at this stage that a layout cannot be achieved that will satisfy both club's wishes.

Council may therefore choose to retain the current layout of the bowls and croquet playing areas, and focus on other improvements at the complex to benefit the user groups and the wider community, including the buildings, car parking and surrounding areas. There may be an opportunity to revisit the layout of playing fields as part of future lease negotiations. The current budget for the design project can be used to complete this design work, and there are opportunities to investigate shared facilities (such as toilets) in any future building upgrades.

### **3. ANALYSIS OF OPTIONS**

Option 1 – No further action be undertaken at this time regarding changes to the layout of the sports playing areas and recreation areas at Millswood Sporting Complex. Commence design work for upgrades to the existing bowls and croquet buildings and surrounding areas, based on the current layout of playing areas. Discussions commence with user groups on funding contributions towards any upgrades. The community and the clubs be advised of the Council's decision.

This option will result in no further work being undertaken to reconfigure the bowls and croquet playing areas, and will not enable the inclusion of a fourth new croquet

lawn at this time. It should be noted that the revised layout design could be revisited at a future time as opportunities arise.

The project will now focus on design work to improve the existing bowls and croquet buildings, which will include opportunities to increase community usage and improve surrounding areas, access around the buildings as well as car parking. The current budget allocation for the overall detailed design project will be used to focus on the design work. Following the completion of this design work, it would then be brought back to Council for consideration, before further community consultation and detailed design is undertaken.

One of the goals of undertaking this work was to have 'shovel ready' plans if a grant funding opportunity arose. As full agreement from the user groups and residents has not been achieved on the playing area layout, a focus on building upgrades and surrounding areas is a suitable compromise that will benefit both users and position Council to apply for external funding.

A disadvantage is that this option will not enable construction of a fourth croquet lawn at Millswood Sporting Complex.

Option 2 – The original layout plan endorsed in 2014 (recommendation 2 of Item 1217/14) be revoked and the revised layout for the bowling greens and croquet lawns (Attachment 1 to Item 584/26) be endorsed. Discussions commence with user groups on funding contributions towards any upgrades. The community and the clubs be advised of the Council's decision.

*Advantages of this option:*

This option complies with the playing area guidelines for both bowls and croquet and creates the opportunity for a holistic upgrade of the Millswood Sporting Complex, including:

- Two new bowling greens
- A fourth full-size croquet lawn
- Improvements to the existing bowling club building layout, including improvements to bar, kitchen, dining, storage and toilet areas
- Improved access through the site for both vehicles and pedestrians, as well as improved access for people with a disability
- Increased off-street car parking
- Improvements to public recreation areas (although the details are yet to be determined)

Detailed design will provide further information regarding costs, and will enable applications for external funding. While the Bowling club do not fully support this option, this option provides two greens that comply with standard playing area dimensions, albeit with one green being a slightly reduced area.

The concerns from the Bowling Club regarding their capacity to host future tournaments are noted, but need to be balanced with the fact that other facilities in the area may be better placed to do this.

*Disadvantages of this option:*

Millswood Bowling Club has expressed that they do not fully support this option. Given the opposition to this plan from the bowling club, Council's ability to attract external funding would be significantly reduced.

While it is minimal, the length of both greens is reduced, with the greatest reduction being 1.65 metres along the north-south length of the 'B Green'. The greens are also not adjacent to one another, which may impact social interaction between participants.

The revised layout plan also has an impact on the vacant land known as Millswood Park, resulting in significant changes to the current configuration of this park. It also results in the loss of five trees.

Option 3 – Do not endorse the revised layout option and continue with the original layout plan identified in the 2014 Improvement Plan.

The original layout plan was developed through community engagement and received support from all user groups, with the exception of the bowling club. This option does not meet the needs of the Bowling club, nor allow for their anticipated growth. Given the opposition to this plan from the bowling club, Council's ability to attract external funding would be significantly reduced.

Option 4 – No further action on this project be undertaken.

As noted in previous reports, this project is envisaged to be progressed at a future time when funding becomes available. It is noted that there may well be a degree of scepticism that funding will ever become available given the current condition of the Federal and State budgets. However, not undertaking any further action is likely to diminish the case for external funding if it becomes available.

#### **4. RECOMMENDED OPTION**

Option 1 is the recommended option.

#### **5. POLICY IMPLICATIONS**

##### **5.1 *Financial/budget***

Undertaking master planning for the Goodwood Oval and Millswood Sporting Complex Improvement Plan is a specific action within Council's 4 Year Plan. In its Long Term Financial Plan, Council has notionally allocated \$500K in 2019/20 and \$500K in 2020/21 for implementation of the Goodwood Oval and Millswood Sporting Complex Improvement Plan.

To date, approximately \$20,000 has been spent on detailed design in 2015/16, with \$45,000 spent on developing the Improvement Plan in 2013/14. While the development of the revised layout option has added an additional \$5,000 to the budget, the consultant has advised they are confident that the remainder of the detailed design project can be completed within the current budget (depending on Council's preferred direction and the scope of the project). Further community engagement in relation to building upgrades can be undertaken within existing budgets.

It is important to note that some actions may be implemented using planned capital replacement funding, such as playground replacement, and other projects may be completed with combined Club and grant funding, such as internal building improvements. Implementation of the Improvement Plans for both complexes will need to be considered against other Council priorities and as external funding opportunities become available.

As outlined in previous reports to Council regarding sport facility upgrades, there are several precedents and various financial models that have been used for major upgrades at other Council owned facilities (e.g. Unley Oval). These models can vary, but typically clubs contribute up to a third of the total cost.

It is therefore suggested that discussions commence with user groups and other external funding bodies regarding the potential improvements at Millswood Sporting Complex.

Additionally, since the Improvement Plan was endorsed in August 2014, it should be noted that Millswood Croquet Club has invested in various improvements, including new fencing along the western boundary, enabling the provision of a third full-size lawn.

## **5.2    *Legislative/Risk Management***

Any legislation and risk implications will be considered as part of the development application and construction process. Should Council invest in any building improvements at Millswood Sporting Complex, consideration should be given to planning controls relating to the site.

The site is located within the Residential Historic Conservation Zone where the primary purpose is the retention and conservation of existing contributory dwellings. This zone also recognises the existence of community facilities and there is potential for a reasonable expansion of existing community facilities. Planning considerations will be worked through during further detailed design.

Under the *Local Government Act 1999*, Council may revoke a previous endorsed recommendation (the original layout plan for Millswood Sporting Complex) and endorse an alternative recommendation.

### **5.3 Stakeholder Engagement**

Extensive stakeholder and community engagement was undertaken as part of the development of the Improvement Plan (in 2014) and both clubs have been consulted as part of the development of the revised layout plan.

Consultation with directly affected stakeholders, including other clubs at Millswood Sporting Complex and residents living adjacent to the site, was undertaken during August 2016. It is proposed that community engagement be undertaken as part of any further detailed design; however, consideration must be given to any future changes the project may experience.

## **6. REPORT CONSULTATION**

This report has been developed in consultation with the General Manager Community and General Manager Economic Development and Planning, Group Manager Governance, Manager Finance and traffic staff.

## **7. ATTACHMENTS**

1. Layout plan as shown in the Goodwood Oval and Millswood Sporting Complex Improvement Plan (August 2014).
2. Existing layout of croquet and bowls facilities.
3. Revised layout plan (September 2016).
4. Feedback from Millswood Bowling Club.
5. Feedback from Millswood Croquet Club.

## **8. REPORT AUTHORISERS**

<b><u>Name</u></b>	<b><u>Title</u></b>
Megan Berghuis	General Manager Community
David Litchfield	General Manager Economic Development & Planning
Peter Tsokas	Chief Executive Officer



## **DECISION REPORT**

**REPORT TITLE:** CONFIDENTIALITY MOTION FOR ITEM 898 –  
DISCRETIONARY RATE REBATE  
APPLICATIONS

**ITEM NUMBER:** 897

**DATE OF MEETING:** 26 JUNE 2017

**AUTHOR:** KELLEY JAENSCH

**JOB TITLE:** ACTING EXECUTIVE ASSISTANT TO CEO &  
MAYOR

---

### **PURPOSE**

To recommend that Item 898 of the Council meeting be considered in confidence at the 26 June 2017 Council meeting and that the Minutes, Report and Attachments remain confidential until the confidentiality order is revoked by the Chief Executive Officer at a future date.

### **RECOMMENDATION**

MOVED:  
SECONDED:

That:

1. Pursuant to Section 90(2) of the Local Government Act 1999 the Council orders that all members of the public except

Mr P Tsokas, Chief Executive Officer  
Ms M Berghuis, General Manager City Services  
Mr J Devine, General Manager City Development  
Ms N Tinning, General Manager Business Support & Improvement  
Ms J Lister, Acting Group Manager Governance and Risk  
Ms K Jaensch, A/Executive Assistant to CEO and Mayor

be excluded from attendance at the meeting for Agenda Item 898, Discretionary Rate Rebate Applications.

The Council is satisfied that, pursuant to Section 90(3)(a) of the Act, the information to be received, discussed and considered in relation to the Agenda item is information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because of the unreasonable disclosure of financial affairs.

## **DECISION REPORT**

**REPORT TITLE:** CONFIDENTIALITY MOTION TO REMAIN IN  
CONFIDENCE ITEM 898 – DISCRETIONARY  
RATE REBATE APPLICATIONS

**ITEM NUMBER:** 899

**DATE OF MEETING:** 26 JUNE 2017

**AUTHOR:** KELLEY JAENSCH

**JOB TITLE:** ACTING EXECUTIVE ASSISTANT TO CEO &  
MAYOR

---

### **PURPOSE**

To recommend that Item 898, Discretionary Rate Rebate Applications, remain in confidence at the 26 June 2017 Council meeting until the applicants have been notified, and the order is revoked by the Chief Executive Officer.

### **RECOMMENDATION**

MOVED:  
SECONDED:

That:

1. The report be received.
2. Having considered Agenda Item 898 in confidence under Section 90(2) and 90(3)(a) of the Local Government Act 1999, Council, pursuant to Section 91(7) of that Act orders that:

2.1 The

- ☒ Minutes
- ☒ Report
- ☒ Attachments

remain confidential on the basis that the information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead) and

- 2.2 the minutes, report and attachments will be kept confidential until the applicants have been notified and the item is revoked by the Chief Executive Officer.

## **DECISION REPORT**

**REPORT TITLE:** CONFIDENTIALITY MOTION FOR ITEM 901 –  
APPOINTMENT OF INDEPENDENT MEMBER  
TO THE DAP

**ITEM NUMBER:** 900

**DATE OF MEETING:** 26 JUNE 2017

**AUTHOR:** CAROL GOWLAND

**JOB TITLE:** EXECUTIVE ASSISTANT TO CEO & MAYOR

---

### **PURPOSE**

To recommend that Item 901 of the Council meeting be considered in confidence at the 26 June 2017 Council meeting and that the Minutes, Report and Attachments remain confidential until the confidentiality order is revoked by the Chief Executive Officer at a future date.

### **RECOMMENDATION**

MOVED:  
SECONDED:

That:

1. Pursuant to Section 90(2) and 90(3)(a) of the Local Government Act 1999 the Council orders the public be excluded, with the exception of the following:

Mr P Tsokas, Chief Executive Officer  
Ms M Berghuis, General Manager City Services  
Mr J Devine, General Manager City Development  
Ms N Tinning, General Manager Business Support & Improvement  
Ms J Lister, Acting Group Manager Governance and Risk  
Ms K Jaensch, A/Executive Assistant to CEO and Mayor

on the basis that it will receive and consider the report and attachments on the Appointment of an Independent Member to the DAP and that the Council is satisfied that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter on the grounds that they contain:

- (a) information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead)

## DECISION REPORT

**REPORT TITLE:** CONFIDENTIALITY MOTION TO REMAIN IN  
CONFIDENCE ITEM 898 – APPOINTMENT OF  
INDEPENDENT MEMBER TO THE DAP

**ITEM NUMBER:** 902

**DATE OF MEETING:** 26 JUNE 2017

**AUTHOR:** CAROL GOWLAND

**JOB TITLE:** EXECUTIVE ASSISTANT TO CEO & MAYOR

---

### **PURPOSE**

To recommend that Item 898, Appointment of Independent Member to the DAP, remain in confidence at the 26 June 2017 Council meeting until the applicants have been notified, and the order is revoked by the Chief Executive Officer.

### **RECOMMENDATION**

MOVED:  
SECONDED:

That:

1. The report be received.
2. Pursuant to Section 91(7) and (3)(d) of the Local Government Act:

2.1 The

- ☒ Minutes
- ☒ Report
- ☒ Attachments

remain confidential on the basis that the information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead) and

- 2.2 the minutes, report and attachments will be kept confidential until the applicants have been notified and the item is revoked by the Chief Executive Officer.